

Accessory Dwelling Unit Step-by-Step Process Guide

Construction

Building a new ADU OR Converting an existing space into an ADU

1. Contact Zoning Information to learn about the specific regulations for your property.
 - (513) 352-2430
 - zoninginfo@cincinnati-oh.gov
2. Hire a design professional to prepare a site plan.
 - **If you are converting an existing space:** consider applying for an inspection through the City's Commercial Courtesy Inspection Program.
 - [Commercial Courtesy Inspection Program](#)
3. Contact the Department of Transportation and Engineering to receive an address for the new unit:
 - DTEaddress@cincinnati-oh.gov
4. Fill out the Owner Acknowledgement Form and register your ADU with the Zoning Administrator:
 - [ADU Owner Acknowledgement Form](#)
 - [ADU Registration Portal](#)
5. Apply for building permits.
 - (513) 352-3271
 - [Buildings and Inspections Permit Guide.](#)
6. Complete the construction of your ADU.



Occupancy

Occupancy and Covenant

The property owner OR a designated responsible person must reside in either the primary residence or the ADU. Property owners must submit a restrictive covenant on any property with an ADU, which must be approved by the City Solicitor and recorded with the Hamilton County Auditor.

1. Use the draft covenant below and fill in details specific to your property. Do not sign the covenant.
 - [Draft Occupancy Covenant](#)
2. Email the completed covenant to the Zoning Division for review.
 - zoninginfo@cincinnati-oh.gov
3. The Zoning Division and City Solicitor's Office will contact you when the covenant has been reviewed and is ready to be signed and submitted for recording to the Hamilton County Recorder's Office.
4. Call the Hamilton County Recorder's office at (513) 946-4570 to submit the covenant.

Rental

Renting out your ADU?

If you plan to rent out your ADU—either as a residential rental or a short-term rental—you must register the rental with the City of Cincinnati.

Residential rentals:

- Register through the Department of Buildings and Inspections' [Residential Rental Registration webpage](#).

Short-term rentals:

- Review the City's [short-term rental regulations](#).
- Register through the City's [short-term rental registration portal](#).