

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

GETTING STARTED

IMPORTANT NOTE: The following guidelines apply to properties within unincorporated Los Angeles County only. If your property is within a City, please reach out to that City directly.

1. **Is your property in the Unincorporated Area?**
Visit [Z-NET](#) and type in your address or Assessor’s Parcel Number.
2. **Know the rules:** Find out whether an ADU is allowed on your property, and what standards apply. A summary of the requirements can be found on the Department of Regional Planning’s ADU webpage: <https://planning.lacounty.gov/adu>

DESIGN/PLANNING APPROVAL

A. For Single Family Homes – ADUs and Junior ADUs

Single-Family Residence Only (Existing or Proposed)

	Maximum Size	Setbacks	Height	Other
Attached ADU: Conversion Within Existing SFR and/or New Construction	50% of existing SFR or 1200 sq. ft., whichever is less, provided at least an 800 sq. ft. ADU is allowed.	Front: Title 22 Side: 4 ft. Rear: 4 ft.	25 ft. or as specified by CSD/Specific Plan, whichever is less	Setbacks and height apply to new construction ADU portion only.
Attached ADU: Conversion Entirely Within Existing SFR	No maximum	Existing setbacks apply	No maximum	
Detached ADU: Conversion Within Detached Accessory Structure and/or New Construction	1200 sq. ft.	Front: Title 22 Side: 4 ft. Rear: 4 ft.	25 ft. or as specified by CSD/Specific Plan, whichever is less	Setbacks and height apply to new construction ADU portion only. Can be permitted with a JADU on the same property.
Detached ADU: Conversion Entirely Within Detached Accessory Structure	No maximum. Addition of up to 150 sq. ft. is allowed to accommodate ingress/egress.	Existing setbacks apply	No maximum	Can be permitted with a JADU on the same property.
JADU: Entirely Within Existing or Proposed SFR	500 sq. ft.	N/A	N/A	Can be permitted with a detached ADU on the same property.

Multifamily properties: ADUs and Junior ADUs

Multi-Family Residences, including Duplexes and Multiple SFRs (Existing Only)

	Maximum Size	Setbacks	Height	Other
Attached ADU: Conversion Entirely within Existing MFR	No maximum	N/A	No maximum	Maximum number of attached ADUs: 1 ADU <u>OR</u> 25% of existing MFR units within structure, whichever is greater.
Detached ADU: Conversion Entirely Within Detached Accessory Structure	No maximum. Addition of up to 150 sq. ft. is allowed to accommodate ingress/egress.	Existing setbacks apply	No maximum	Maximum of 2 detached ADUs per property.
Detached ADU: New Construction	1200 sq. ft.	Front: Title 22 Side: 4 ft. Rear: 4 ft.	16 ft.	Maximum of 2 detached ADUs per property.

3. **Reach out:** If your property is within an unincorporated community, reach out to Regional Planning to make sure you understand the ADU requirements for your property (optional but recommended).

- Visit your local office: <https://planning.lacounty.gov/locations>

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

- Email us at info@planning.lacounty.gov
- Call us at 213-974-6411
- Sign up for a virtual appointment: <https://planning.lacounty.gov/online>

- Hire an Architect or Designer:** You will need a full set of architectural plans (site plan, floor plans, and elevations) for Regional Planning submittal.
- Apply:** Submit a “Regional Planning – Base Application” through [EPIC-LA](#). Upload a complete Land Use Application, architectural plans, and photos of your property. Application materials are listed under “Accessory Dwelling Unit (ADU)” on our [Applications & Forms](#) webpage. See our [online application instructions](#) for additional information.
- Review:** After we determine that your application is complete, we will ask you to pay the application fee. After you pay, we will review your plans and your ADU will be approved or denied within 60 days. We will contact you if we need corrections to your plans and will provide a deadline to resubmit. Send us the corrections before the deadline to avoid having your ADU denied. Delays on the 60-day deadline can be requested by the applicant.
Fees and timeline:
 - Ministerial Site Plan Review: \$977-\$1193 (fees to change in March 2023)
 - Timeline: 60 days from payment
 - Expiration: 2 years + 1 year one-time extension if requested by applicant
- Approval:** After we determine that your ADU meets the requirements, we will approve your plans and upload them to EPIC-LA. We will email you a link to download a copy of the plans so you can apply for a building permit. You must apply for a building permit within two years of Regional Planning approval. Note: For JR. ADU’s a recorded covenant is required before plans can be approved.

Planning Approval FAQs

- Do ADUs count towards lot coverage/FAR? No
- What is required for a kitchen? Stove, refrigerator and sink
- Allowed on Hillsides & High fire? Yes, on hillsides (25%+ slope) and only in high fire areas if they can meet road width requirements
- Does the owner have to live onsite? Only with JADUs
- Can existing unpermitted structures become ADUs? Yes, but must comply with all current requirements
- Where can I learn more about Housing Initiatives? [Housing Initiatives - Overview | DRP \(lacounty.gov\)](#)

FINANCING

ADU Financing & Technical Assistance Available to Homeowners in Unincorporated County

Program	Description
CalHFA ADU Grant Program	<ul style="list-style-type: none"> • Provides a grant of up to \$40,000 to reimburse non-reoccurring pre-development costs associated with the construction of an ADU. Pre-development costs include site prep, architectural designs, permits, soil tests, impact fees, property survey, and energy reports. • Homeowner must be low- or moderate-income based on CalHFA’s income limits (Household income up to \$158,000 in LA County, homeowner occupied). • Homeowner may rent to tenant of choice. • Contact: https://www.calhfa.ca.gov/adu/

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

Neighborhood Housing Services of LA County	<ul style="list-style-type: none"> • Offers low-income homeowners at or below 80% AMI up to \$98,500 as a 30-year deferred loan, made payable at the end of the term. The homeowner is required to repay prior to 30 years if they sell, refinance with cash-out, transfer title, or rent the property. • NHS also offers payment loans from 1-5% simple interest to households above 80% AMI. • Homeowner may rent to tenant of choice. • Contact: https://nhslacounty.org/programs-and-services/affordable-lending/
United Dwelling	<ul style="list-style-type: none"> • Offers homeowners a one-stop shop with development technical assistance, contracting services, flexible financing options, and property management services. • Units are prefabricated at an offsite location and can be fully constructed within a period of approximately 30-days. • Contact: https://www.uniteddwelling.com/

BUILDIGN AND SAFETY (BSD) PERMITTING

Note: The following requirements apply only to Unincorporated County areas.

- Determine the Correct Jurisdiction:** Check which County Building or City jurisdiction will oversee plan check and permitting: <https://dpw.lacounty.gov/general/servicelocator/>.
- County Regional Planning:** For projects within LA County jurisdiction, it is highly recommended to obtain Department of Regional Planning approval first before moving forward to the next steps. Reference previous section from Planning.
- B&S Minimum submittal requirements:** Minimum submittal requirements are listed below:
 - Complete Architectural plans (site plan, floor/roof plans, and elevations)
 - Structural plans (foundation plan, framing plan, and structural calcs, if required)
 - Title 24 Energy sheets/calcs

Useful publications for submittal and guideline (FAQ's) are also listed in the following:

- [Minimum Plan Submittal Requirements for ADU](#)
- [ADU Guidelines \(FAQ's\)](#)

- Select ADU/JADU Type:** Minimum requirements for the proposed ADU/JADU are listed below. The submittal package to BSD (BSD) may, or may not, require structural calculations or even plans, if standard notes and details are used. Please select which type of ADU/JADU construction has been approved by Planning and follow instructions below.

Minimum ADU/JADU Requirements

- Separate entrances for each new dwelling
- Egress Door with a minimum 32-inch net clear opening with clear landing
- Egress Window(s) for bedrooms with minimum 5.7 sq. ft. net clear opening
- Kitchen
- Bathroom, except for JADU that can share the same restroom as the primary dwelling
- Wall Bracings and/or Anchors & Hold Downs
- Wall & Attic Insulations per T-24 Energy Calculations
- Heating and other Mechanical/Electrical/Plumbing Devices
- Fire Rated Walls (as required)
- 1 HR Fire Rate & STC 50 separation for attached ADUs

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

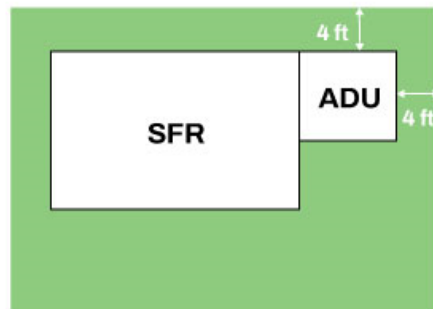
- Solar panels for detached ADUs only
- No fire separation required for JADUs

Type of ADU/JADU Construction	Structural Plans & Calcs Required?
<u>NEW</u> Single-Story Detached ^a ADU	Follow Wood Provision, or Type V sheet, construction ^c
<u>NEW</u> 2-Story or More Detached ^a ADU	Hire Design Professional ^d
<u>Existing</u> Garage Conversion to ADU (Attached ^b or Detached ^a)	Provide Planning approved plans and attach the <i>Standard Notes and Details</i> ^e
<u>Existing</u> Garage Conversion to ADU with <u>NEW</u> Additions	Hire Design Professional ^d .
Junior Accessory Dwelling Unit	Provide Planning approved plans and attach the <i>Standard Notes and Details</i> ^e
New Additions to existing residence to create an ADU or JADU	Hire Design Professional ^d and/or Follow Wood Provision, or Type V sheet, construction ^c
Others: Irregular structures ^f , Hillside Construction ^g , Unpermitted Construction	Hire Design Professional ^d .

- a. **Detached** – Stand-alone dwelling unit, or buildings not sharing a wall with the primary residence. 2020 CA Energy Standards require that a new stand-alone ADU shall install solar panels prior to the end of construction. [Submittal Requirements for PV for One- or Two-Family Dwellings](#).

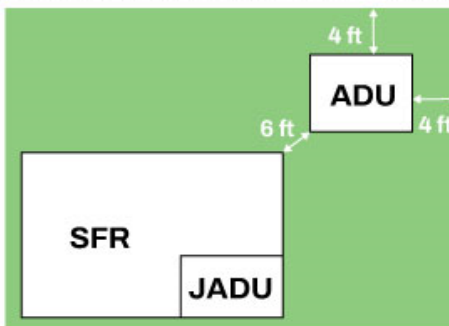


- b. **Attached** – Connected, or buildings sharing a wall with the primary, or existing, residence. The walls separating the two dwelling must be 1 hour fire rated and has sound transmission coefficient of 50 decibels or more. This requirement is waived for Junior ADUs.



Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

- c. [Wood Provision, or Type V, sheet](#) – Allowed for new, single story, boxed (regular-shaped) construction with cripple height less than 14-inches, light weight roofing (i.e., no tiles), and following bracing requirement per the Residential Code, or Chapter 23 Light Wood Construction of the Building Code. See also bracing requirements per the sheet.
- d. [Hire a Design Professional](#)- (see Guide for Consumers by the Board for Professional Engineers and Land Surveyors is part of the California Department of Consumer Affairs) to prepare construction plans to submit for BSD approval.
- e. **Los Angeles County Existing Single-Story Garage Conversion to ADU and JADU Standard Notes and Details** [<<insert link>>](#): - Attach these sheets to the approved Planning plans. All approved Planning plans must meet the criteria and requirement of this handout. [<<insert link>>](#). Projects that meet these criteria shall provide all the required Agency Referral items and Title 24 calculations at the time of submittal/re-submittal. The Owner/Applicant shall sign the *OWNER'S AGREEMENT FORM* on the sheets and pay the permitting fees. BSD issues permits and shall schedule the Pre-Construction Meeting with the County Building Inspector prior to commencing construction.



ADU is an existing garage or storage building (detached or attached). NO ADDITIONS or unpermitted construction.

JADU is in an existing single/multi family residence.

- f. **Irregular Structures** – Vertical and Horizontal Irregular based on the ASCE 7-16 Chapter 12. [<<Insert Sheet Link>>](#)
 - g. **Hillside Construction**- construction on, or adjacent, to hillsides with slope greater than 33%.
5. **Apply:** Submit plans to BSD through two ways:
- A) **Submit through EPIC-LA.** Upload architectural plans (site plan, floor/roof plans, and elevations), structural plans and calculations (foundation plan, framing plan, framing details, calculations), and Title 24 sheets/calculations.

Instructions on uploading and downloading files: -

<https://epicla.lacounty.gov/help/doc/UsingAttachmentsBSDPermits.pdf> -

EPIC - LA HELP PAGE: https://epicla.lacounty.gov/help/bsd_help.html

- B) **Submit TWO** copies of a minimum 24-inch x 36-inch plans at the nearest County District/Contract City office during 8:00 AM – 11:30 AM on their open business days. Provide architectural plans (site plan, floor/roof plans, and elevations), structural plans and calculations (foundation plan, framing plan, framing details, calculations), and Title 24 sheets/calculations to the plan check engineer at the counter.

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

For existing single story garage conversion to ADU, or JADU, without any addition, or increase in existing footprint, please submit the Approved Planning architectural set, Standard Notes and Details, Title 24 sheets, and the required Agency Referral sheets either in EPIC LA, or at the County District/Contract City Public Counter.



8. Plan Review & Approval: Once the submittals have been accepted by the County, plan check fees will be invoiced. The Applicant is required to pay and notify the BSD office.

- For online submittals, an email notification will be sent to the Applicant for updates in EPIC LA for the invoice and issuance of the Agency Referral sheet (see sample below).
- For in-person submittals, the plan checker will provide the Applicant with an Agency Referral sheet at the district office. The Applicant shall pay the plan check invoice prior to departing the BSD Office.
- The Agency Referral sheet identifies the additional agency clearances required for permit issuance. **Note that the Applicant is responsible to contact each agency identified on the Agency Referral Sheet by the time BSD approves the submitted permit application package.**
- BSD shall review, approve, OR issue plan check corrections once the plan check fees are paid and shall determine if the plans meet minimum Building Code requirements. Plan review time starts at the time the plan check fees are fully paid and BSD is notified. Review time varies. For plan check status, please contact us [HERE](#) (see LOCATIONS).
- For each plan review cycle, BSD will either upload the corrections to EPIC-LA for the Applicant to download, OR roll-in the written correction sheets and marked plans within the submittals for the Applicant to pick up.
- For each re-submittal cycle, the Applicant is required to provide written answers to the issued BSD corrections and revised plans addressing corrections issued until the submittals are approved and stamped. Otherwise, the re-submitted permit application package shall not be accepted for re-check.

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

Agency Referral Sheet Sample:

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
AGENCY REFERRAL**

RESPECTIVE COUNTY DISTRICT OFFICE

Telephone: _____
Office Hours: 8:00 a.m. – 4:30 p.m.
Plan Checker Hours: 8:00 a.m. – 11:00 a.m. Appointments are recommended.
Plans for (Grading/Structure) at: **123 MAIN ST. CITY, CA 900XX**
Plan Check No.: **BLDRXXXX** (Volume) with submitted on: **0X/0X/2X**
Land Use Zone: _____ Proposed Occupancy: **R-XX** Type of Construction: **XX**

Description of proposed work: _____

THIS NOTICE IS TO INFORM YOU THAT APPROVAL FROM THE AGENCIES MARKED BELOW IN ADDITION TO BUILDING PLAN CHECK APPROVAL, MUST BE OBTAINED PRIOR TO PERMIT ISSUANCE. You may wish to consult the professional plans, plan checker, environmental records, etc. should be from agencies. To avoid you, we have listed below the information sheet you may need to submit to each agency. **Additional plan checkers** must be aware that some items require that these agency plan checkers may affect your building plan check. These should be communicated to your Building Plan Check Engineer as soon as possible to prevent unnecessary delays. Submit all agency approvals 48 hours prior to permit issuance. Notify the Plan Check Engineer when all agency approvals have been received and requirements met.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED BY YOUR BUILDING PLAN CHECK ENGINEER

COUNTY AGENCIES

<p>DEPARTMENT OF PUBLIC WORKS</p> <p>AVIATION DIVISION 1000 S. Vermont Ave., Bldg. 400, 3rd Fl., Alhambra, CA 91803 (626) 385-4500 Mon-Fri 7:30 a.m. - 5:45 p.m.</p> <p>BUILDING AND SAFETY DIVISION Headquarters 915 N. 1st St. (626) 458-2173 900 S. Fremont Ave., 3rd Fl., Alhambra, CA 91803-1331 Approved for the following sections is required as noted below:</p> <p><input type="checkbox"/> ELECTRICAL SECTION 900 S. Fremont Ave., 3rd Fl., Alhambra, CA 91803-1331 (626) 458-1142 Approved is required for: <input type="checkbox"/> Energy Plan Check <input type="checkbox"/> Electrical Code Check <input type="checkbox"/> Emergency Egress Illumination (I.E.I.)</p> <p><input type="checkbox"/> MECHANICAL SECTION 900 S. Fremont Ave., 3rd Fl., Alhambra, CA 91803-1331 (626) 458-1142 Approved is required for: <input type="checkbox"/> Energy Plan Check <input type="checkbox"/> Mechanical Code Check <input type="checkbox"/> Plumbing Code Check <input type="checkbox"/> Roof Drainage</p> <p><input checked="" type="checkbox"/> GRADING AND DRAINAGE SECTION Regional Changes and Grading Engineer Travelers 11111 S. Normandie Blvd., 11150, Torrance <input type="checkbox"/> Slope Plan Check <input type="checkbox"/> Slope Grade Approval is required prior to issuance of building permit. <input type="checkbox"/> Drainage Plan Check (INFERRED COMPLIANCE) <input type="checkbox"/> Drainage approval is required.</p> <p>LAND DEVELOPMENT DIVISION - PERMIT SECTION Permits are required for most excavations and encroachments within County roads and Flood Control easements.</p> <p><input type="checkbox"/> 1152 S. Normandie Ave., Downey, CA 90241 (562) 869-9238</p> <p><input type="checkbox"/> PERMIT SECTION 900 S. Fremont Ave., 3rd Fl., Alhambra, CA 91803-1331 (626) 458-3129</p>	<p>ENVIRONMENTAL PROGRAMS DIVISION Plan approval is required for most commercial and industrial buildings for: <input type="checkbox"/> INDUSTRIAL WASTE / UNDERGROUND TANKS / STORMWATER</p> <p style="text-align: center;">Headquarters 900 S. Fremont Ave., Annex 3rd Fl. Alhambra, CA 91803-1331 (626) 458-3001 8:45-5:30 Mon-Thurs</p> <p><input type="checkbox"/> NPDES/STORMWATER Approval Regional Office Unit 900 S. Fremont Ave., Annex 3rd Fl. Alhambra, CA 91803-1331 (626) 458-3017 8:45-5:30 Mon-Thurs</p> <p><input type="checkbox"/> DUMP AREAS (structures within 1,000 ft from a dump) 900 S. Fremont Ave., Annex 3rd Fl. Alhambra, CA 91803-1331 (626) 458-3017 8:45-5:30 Mon-Thurs</p> <p><input type="checkbox"/> SOIL WATER MANAGEMENT 900 S. Fremont Ave., Annex 3rd Fl. Alhambra, CA 91803-1331 (626) 458-3017 8:45-5:30 Mon-Thurs</p> <p><input type="checkbox"/> AIR QUALITY SECTION 900 S. Fremont Ave., Annex 3rd Fl., Alhambra, CA 91803-1331 (626) 458-3017 8:45-5:30 Mon-Thurs</p> <p>GEOTECHNICAL AND MATERIALS ENGINEERING DIVISION (GEMD) GEOTECHNICAL SECTIONS: Plan approval is required for site grading and earthwork located within designated R-XX's 8:00 a.m. - 5:00 p.m. Upload plans reports, GEMD for review. For Agency Referral Sheet go to: http://www.epic-la.com/underground</p> <p>LAND DEVELOPMENT DIVISION 900 S. Fremont Ave., 3rd Fl., Alhambra, CA 91803-1331 (626) 458-3129</p> <p><input type="checkbox"/> SUBDIVISION PLAN CHECK SECTION</p> <p><input type="checkbox"/> LANDSCAPE (Residential or Non-Residential landscaped area > 300 square feet)</p> <p><input type="checkbox"/> HIGHWAY REVISION FORM (MS-6840-0209) (RD 450) should be filed w/ when plan approval for street improvements and/or easements is required for commercial and multiple residential subdivisions. Single & Major Thoroughfare DIST. Plan is also required for commercial, multiple residential buildings and designated tracts. (626) 458-3129</p>
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OTHER COUNTY DEPARTMENTS

DEPT OF PUBLIC HEALTH - Environmental Health Division
6555 Compton Blvd., Downey, CA 91706
(562) 450-0380
Approval is required for:

- Private Sewage Disposal Systems
- Food Service Establishments
- Public Swimming Pools-Recreational Health
(926) 490-9360
- Air Quality (Industrial Installation)
Hazardous Materials
6555 Compton Blvd., 3rd Fl., Los Angeles, CA 90013
Mon - Fri 8:30 a.m. - 5:00 p.m.
(213) 576-7867

FIRE PREVENTION BUREAU - Plan approval is required for:
5625 E. Robertson Rd., Commerce 90040-3027
(310) 894-1125

- FIRE STATION DEVELOPER FEE is required
590 S. Park Ave., Pomona, CA 91768
- "COCERT" forms must be submitted to and approved by the Fire Department for non-residential occupancies for buildings constructed after 1990. Obtain form from Building and Safety and submit to:

Fire Prevention Bureau
Industrial Relations Section
592 S. Industrial Blvd.
Commerce, CA 90040-3027
(310) 895-9000

FIRE SPRINKLER SYSTEMS
Fire Prevention Division Area 6 Fire Station 64
6301 Santa Fe Ave., Huntington Park 90030
(310) 390-3064

CRACK APPROVALS (Shrinkage/CR Heels, Retention, Retention & Retention Floor and Retention Alarms, Hoops, etc.) must be submitted to and approved by the Fire Department for non-residential occupancies for buildings constructed after 1990. Obtain form from Building and Safety and submit to:
5825 E. Robertson Blvd., Commerce, CA 90040
(310) 894-1125

PLUMBING LICENSING
Building Clearance Office, Fire Station 181
592 S. Park Ave., Pomona, CA 91768
(909) 622-8942

COUNTY PUBLIC LIBRARY
Payment of Library Materialage Fee is required. A Certificate of Payment or a Certificate of Clearance must be obtained from the Public Library before Plan Check. Fee Schedule from Building and Safety.

7400 E. Imperial Highway, Downey, CA 90242
(562) 940-8400
M-Th 7:30 am - 5:30 pm

PARKS AND RECREATION DEPARTMENT
Approval for building plans is required for construction adjacent to "Designated Trails".
Planning, Development, Research & Study Section
500 S. Normandie Ave., 2nd Floor, Los Angeles, CA 90020
(213) 312-2086
M-Th 7:00 am - 5:00 pm

REGIONAL PLANNING DEPARTMENT
320 W. Temple St., 13th Floor (Rm. 1300)
Los Angeles, CA 90012-0202
Public Counter: 1:00 pm to 4:00 pm, M-Th
Telephone Hours: 7:00 am to 7:00 pm, (213) 974-6411, 18-Th

COUNTY SANITATION DISTRICT
Payment of sewer connection is required
1656 Wilshire Hillside, Wilshire 90017
(302) 699-7411

DEPARTMENT OF ARTS AND CULTURE
Compliance of the Public Art & Placemaking Ordinance is required.
Phone or email inquiries only. <http://www.epic-la.com/agency> or
213-312-9972 M-Th 9:00am-5:00pm

STATE AGENCIES

CALTRANS
Permits are required for outdoor signs, excavation, encroachment (including driveway encroachments) and improvements (including grading or alterations that affect drainage) on State Highways.
100 S. Main Street, 2nd Fl.
Los Angeles, CA 90012
(213) 853-3033

STATE DEPT. OF INDUSTRIAL RELATIONS - CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY & HEALTH
Permit is required for excavation of trenches which are 5 ft. or more deep and which is greater in length than the width of the excavation or the depth of any structure 4 or more stories. Back-filled sewage pits may require permit.
322 W. 4th St., Box 470, Los Angeles, CA 90013
(213) 576-7867

STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS
Obtain clearance for the requirements of abandonment of oil wells.
3811 Corporate Ave., Ste. 200
Cypress, CA 90630-2711
(714) 875-5847

OTHER AGENCIES

SCHOOL DISTRICT
Development fee must be paid to the District for residential and commercial construction. A Certificate of Payment of Developer Fee must be submitted to Building and Safety prior to obtaining a building permit.
 Obtain "Certification Form" from BSS District Office.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SCAQMD)
Applications for non-residential buildings must be per Air Quality Permit Checklist submitted to Building and Safety, if "Type" is required, a written request will be required before construction is allowed. Notification form required for demolition and alteration permits when AQSD/STC is involved.
2188 E. Colton Dr., Diamond Bar, CA 91764-1402
(909) 396-2900, (909) 389-7664

LOCAL WATER COMPANY
 Provide a copy of the Fire Flow Analysis letter (Form 1007190) completed by the water company serving the site. (Forms available from BSS District Office).

Provide a "909 Sewer" letter from the water company for all new residential and commercial buildings (including additions) that will create new on-site pipe to permit issuance.

OTHER

"X" marked items are the required Agency approvals.

See [ADU Guidelines](#) list typical agencies required for ADUs.

9. Agency Verification Sheet: Once BSD approves the submittal package, an Agency Verification Sheet (see sample below) will be provided to the Applicant to verify completed Agency Referral items. Submit and upload each agency into EPIC-LA, separately, as noted on the project Agency Referral sheet, or provide them in-person at the local district office. **Building permits will not be issued until ALL approvals from issued Agency Referral are complete.** Once all are completed, building permits will be issued.

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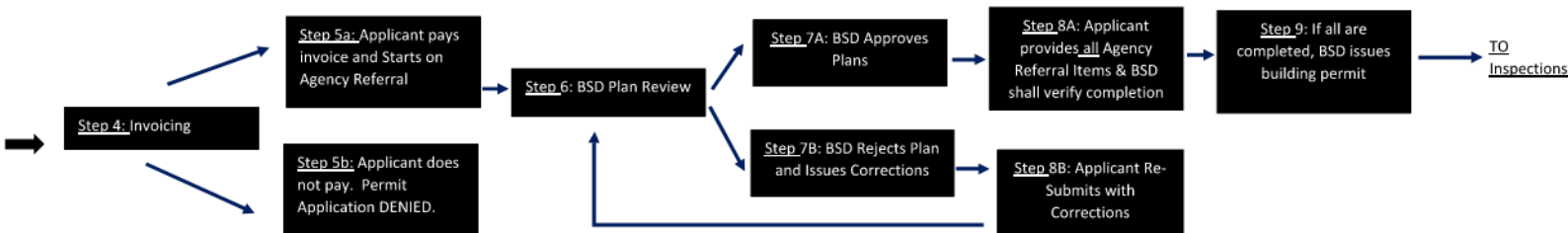
Agency Verification Sheet Sample:

AGENCY VERIFICATION SHEET			
	PC #: BLDRXXXX	ADDRESS: 123 MAIN ST. CITY, CA 9XXXX	DO#: 0X.00
PLAN CHECK ENGINEER VERIFICATION			
REQ?	AGENCY or SECTION	INIT. WHEN VERIFIED	DATE
<input type="checkbox"/>	Fire Department		
<input type="checkbox"/>	Fire Prevention Eng.		
<input type="checkbox"/>	Fuel Modification Unit		
<input type="checkbox"/>	Water Availability (195/196)		
<input type="checkbox"/>	Water Certificate (Will Serve)		
X	Regional Planning	xx/xx/2x	xxx xxxx. PE
<input type="checkbox"/>	Health Dept.		
<input type="checkbox"/>	Land Development Off Site Improvements		
X	Drainage		
<input type="checkbox"/>	GMED		
<input type="checkbox"/>	Landscaping		
<input type="checkbox"/>	Rough Grading Approval		
<input type="checkbox"/>	EPD		
<input type="checkbox"/>	Electrical Section		
<input type="checkbox"/>	Plumbing Section		
<input type="checkbox"/>	Mechanical Section		
<input type="checkbox"/>	Assessor's 3rd Plan Set		
<input type="checkbox"/>			
<input type="checkbox"/>			
Applicant: Mr. John Doe			
Phone: 555-555-5555			
PLAN CHECK ENGINEER VERIFICATION			
P. C. Engineer	P.C. SIGNATURE	DATE	
Structural & Architectural plans approved <u>pending</u> comparison to Agency plans	xxx xxxx. PE	xx/xx/2x	
Agency plans reviewed & are <u>consistent</u> with the Structural & Architectural plans			
PERMIT TECHNICIAN VERIFICATION			
REQ?	AGENCY or SECTION	INIT. WHEN VERIFIED	DATE
X	School District Fees		
<input type="checkbox"/>	Sanitation District Fees		
<input type="checkbox"/>	Library Fees		
<input type="checkbox"/>	Cert. of Workers Comp.		
X	Recycle/Reuse		
<input type="checkbox"/>			
<input type="checkbox"/>			
FINAL REVIEW FOR PERMIT ISSUANCE BY OFFICE MANAGER, ASSISTANT OFFICE MANAGER, OR LEAD ENGINEER			
SIGNATURE: _____			DATE: ____/____/____
P:\bpub\GENERAL\B&S Plancheck\Agencies\AGENCY VERIFICATION SHEET 082510			

“X” marked items are the required Agency approvals.

10. Permit Issuance: BSD will either email a link for the Applicant to download a copy of the approved building plans and request payment for the building permits to be issued for online submittal OR issue the permit in-person at the local District/Contract City office. The Applicant must pay the fee and pull the building permit within 1 year of the application date. The 1-year limit may be extended by BSD upon the request by the Applicant.

For projects utilizing BSD ADU/JADU Standard Notes and Details, Pre-Construction Meeting with the County Building Inspector shall be scheduled at the time of receiving their permits and prior to starting construction. Failure to do so will lead to revocation of the issued building permits.



FAQs on the process: Visit the County Public Works BSD Website for comprehensive instructions and FAQ's: <https://dpw.lacounty.gov/building-and-safety/homeowner>

Plan Check Requirement Questions?

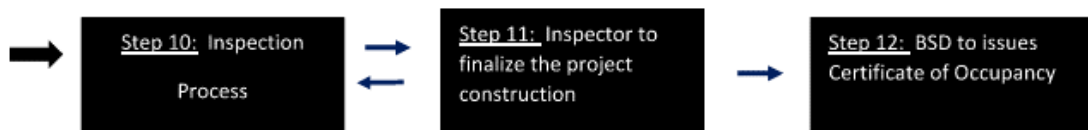
- Contact the respective district/contract city office to speak to a Plan Check Engineer
- For BSD [virtual appointments](#) (PW - Building & Safety)

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

CONSTRUCTION

Once the Applicant receives the building permit for the project from BSD, it is recommended that the Applicant shall:

- 1. Inspections:** Request inspections. Pre-construction inspections, as required for the specific projects shall be scheduled. Construction may commence after pre-construction inspections, OR as directed by the local BSD Official. If there are questions, then please contact the County Building Inspector for the specific requirements. Also, contact us [HERE](#) (see LOCATIONS).
- 2. Certificate of Occupancy:** Once all construction work is deemed consistent with the approved plans and minimum Building Code requirements, the assigned County Building inspector will finalize the project. Once ALL inspection sign offs are obtained, BSD shall provide a Certificate of Occupancy to the Applicant at no additional cost.



RENTING THE ADU

- Fair Housing resources (<https://www.lacda.org/fair-housing>).
- Short-term Rental Ordinance (in development) would not be allowed.
- Links to various laws/ordinances that apply such as Rent Stabilization Ordinance (RSO), Housing and Tenant Protections, (<https://dcba.lacounty.gov/rentstabilization-ordinance/>),

RSO would apply to new ADU units, though all would be partially covered (not rent restricted but subject to just cause and relocation provisions).

Under definitions: Section J. "Dwelling Unit" means a dwelling unit, as defined under California Civil Code section 1940 subsection (c), including joint living and work quarters, that is used or occupied in consideration of payment of rent, and applies to any dwelling space that is actually used for residential purposes, whether or not the residential use is legally permitted, including live-work spaces, mobilehomes rented by the owner to a Tenant, and any accessory dwelling unit in the unincorporated areas of the County.

New ADUs are exempt from permitted rent increases:

https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT8CO_PRBUWARE_DIV3HO_CH8.52RESTTEPR_8.52.050PEREINCOREUN:

Under Exemptions: Section J.6 - "Accessory Dwelling Units. An accessory dwelling unit for which a certificate of occupancy or equivalent permit for residential occupancy was issued after February 1, 1995, is exempt, unless it was occupied on or before February 1, 1995, and a Tenant provides evidence indicating as such, regardless of the legal or permit status of the Dwelling Unit."

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

Getting Started

1. **Is your property in an unincorporated area?**
Visit Z-NET and type in your address or Assessor's Parcel Number.
2. **Know the rules:** Find out whether an ADU is allowed on your property, and what standards apply.

A summary of the requirements can be found on DRP's ADU webpage: <https://planning.lacounty.gov/adu>

Step 1

Design (Planning Approval)

1. **Reach Out** to your local DRP Office:
<https://planning.lacounty.gov/locations>
2. **Hire an Architect or Designer**
3. **Submit "Regional Planning – Base Application" on EPIC-LA**
4. **Plan Review:** Once application received and complete; DRP completes review 60 days from payment
5. **Plan Approval:** Once approved by DRP, apply for a building permit from DPW within two years.

Step 2

Financing

Programs available for homeowners in Unincorporated County:

- CalHFA ADU Grant Program: <https://www.calhfa.ca.gov/adu/>
- Neighborhood Housing Services of LA County:
<https://nhslacounty.org/programs-and-services/affordable-lending/>
- United Dwelling: <https://www.uniteddwelling.com/>

Step 3

BSD Permitting and Construction

1. **Identify:** Find local DPW B&S office for plan check & permitting.
2. **Apply:** Upload and submit minimum reqs in EPIC-LA or in-person at the local DPW B&S office. Plan Check Review starts when the B&S office ACCEPTS and fees are PAID.
3. **Plancheck:** B&S reviews and approves submittal package.
4. **Verification:** Submit Agency Referral items in EPIC LA or in-person.
5. **Permits:** Issued once all Agency items are completed.
6. **Inspections:** Pre-inspection, as required. Contact B&S office.
7. **Certificate of Occupancy:** Issued after all signoffs are completed.

Step 4

Renting the ADU

- Links to various laws/ordinances that apply such as Rent Stabilization Ordinance (RSO), Housing and Tenant Protections, (<https://dcba.lacounty.gov/rentstabilization-ordinance/>), RSO would apply to new ADU units, though all would be partially covered (not rent restricted but subject to just cause and relocation provisions).
- Fair Housing resources (<https://www.lacda.org/fair-housing>).
- Short-term Rental Ordinance (in dev't.) would not be allowed.

Step 5