



# Accessory Dwelling Unit (ADU), Junior Accessory Dwelling Unit (JADU), Movable Tiny House (MTH) Correction Sheet (2023 LABC/LARC)

Plan Review Date: \_\_\_\_\_

Plan Check #: \_\_\_\_\_ Permit Application Number: \_\_\_\_\_

Job Address: \_\_\_\_\_

Plan Check Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Your feedback is important, please visit our website to complete a Customer Survey at [www.ladbs.org/LADBSWeb/customer-survey.jsf](http://www.ladbs.org/LADBSWeb/customer-survey.jsf).

If you have any questions or need clarification on any plan check matters, please contact your plan check engineer and/or his or her supervisor.

**\*\*\*\*\*CORRECTIONS SHALL BE VERIFIED ONLY AT THE SAME OFFICE WHERE THE PLANS WERE CHECKED\*\*\*\*\***

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## **INSTRUCTIONS FOR PROCEEDING WITH THE PLAN CHECK (PC) PROCESS:**

1. **Review corrections circled on this Plan Check Correction Sheet**, the plans, and the calculation sheets.
2. Provide a written response or reference to details pursuant to the corrections. Location of any revisions on the plans shall be identified as part of your responses. Any of the forms requested by this document can be found online at <https://www.ladbs.org/forms-publications/forms/green-building>.
3. Verification of Corrections:
  - Paper Plans:** In person by appointment only. Please schedule an appointment online at: <https://angelenologin.lacity.org>. Bring the originally checked set of plans and calculations at the time of your appointment with this plan correction sheet
  - Eplan:** Projects reviewed through eplan must upload the plan revisions and responses through the eplanLA portal.
4. **If you have any questions or need clarification on any plan check matters, please contact the plan check engineer listed above. For general building and zoning code information please call 311 or (213) 473-3231.**

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## **IMPORTANT ITEMS TO READ:**

1. Your early attention is highly recommended for the approval process from other Departments as listed in the Clearance Summary Worksheet due to possible time delays.
2. The permit application will expire 18 months from the plan check submittal date.
3. Please be advised that the permit will be issued upon verification of compliance with the corrections included herein. The approval of plans does not permit the violation of any section of the Building Code, or other ordinance or state law.
4. Referenced numbers at the end of each correction are code sections of the 2023 edition of the Los Angeles Codes, the current Zoning Code and enacted code amendments thereafter.

THE FOLLOWING SUPPLEMENTAL CORRECTION SHEETS ARE ATTACHED AND SHALL BE CONSIDERED A PART OF THIS REVIEW. COMPLIANCE WITH THESE CORRECTIONS MUST BE OBTAINED PRIOR TO THE ISSUANCE OF THE PERMIT.

**Supplemental Correction sheets attached:**

- Fire District and Very High Fire Hazard Severity Zone
- Flood Hazard
- Methane Seepage Regulation
- Storm Water Requirements
- Energy Conservation
- Green Building
- LA Residential Code Prescriptive Design
- R1 & R2 Occupancies
- Security Requirements
- Sound Insulation – near Airport
- Grading and Shoring - General
- Structural - General
- Sound Requirements between Units
- Hillside Ord. and Seismic Design (slope >3:1)
- Bicycle Parking Ordinance
- Mansionization / Baseline Hillside Ordinance

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**Review the following checked information bulletins and forms. Revise plans to show compliance. (Copies can be obtained at [www.ladbs.org](http://www.ladbs.org)).**

- P/GI 2023-022 General Notes for Single Family Dwellings
- P/GI 2023-024 Recording Covenants with LA County
- P/GI 2023-025 How to Obtain Copies of LA City Ordinances
- P/BC 2023-001 Footings On or Adjacent to Slopes
- P/BC 2023-004 Wood Frame Prescriptive Provisions
- P/BC 2023-007 Cutting, Notching, and Boring of Wood Framing Members
- P/BC 2023-016 Dwellings in High Wind Velocity Areas
- P/BC 2023-023 Fire Retardant Roof Covering for Walking Deck
- P/BC 2023-027 Onsite Wastewater Treatment System
- P/BC 2023-044 Alquist-Priolo EQ Fault Zoning Act
- P/BC 2023-057 Drainage across Lot/Property Lines
- P/BC 2023-060 30 Days Notification of Intent to Excavate
- P/BC 2023-064 Flood Hazard Management Specific Plan
- P/BC 2023-065 Coastal Development Permit
- P/BC 2023-069 Sound-Rated Partitions and Floor-Ceiling
- P/BC 2023-073 Policy on Signed and Wet Stamped Plans
- P/BC 2023-074 Sound Insulation near Airport
- P/BC 2023-096 6" Concrete Block Masonry Fences
- P/BC 2023-101 Site Testing Standards for Methane
- P/BC 2023-102 Methane Hazard Mitigation Standard Plan
- P/BC 2023-103 Sump Pumps for Surface Drainage
- P/BC 2023-105 Guardrail Adjacent to Openable Windows
- P/BC 2023-113 Reports for Submittal to Grading Division
- P/BC 2023-116 Expansive Soils
- P/BC 2023-150 Accessory Dwelling Unit Conversion of Existing Detached Structure
- P/ZC 2002-001 Parking Lot Design
- P/ZC 2002-002 Heights of Fences
- P/ZC 2002-004 Yard Projection & Height for Decks
- P/ZC 2002-005 Yard Reduction Requests
- P/ZC 2020-006 Projections in Yards
- P/ZC 2002-008 Zoning Code "Building Height"
- P/ZC 2020-015 Prevailing Setback for Front Yards
- P/ZC 2020-021 Guidelines for permitting MTHs

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**Forms and Affidavits:**

- Clearance Summary Worksheet (attached)
- Grading Bond: PC/GRAD/Bond 03 and 04
- Protection of Adjoining Property: PC/GRAD/App.13
- Drainage Easement: PC/GRAD/Aff.17
- Community Driveway for 2 Parcels: PC/STR/Aff.13
- Impact Hazard Glazing: PC/STR/Aff.19
- Lot Tie: PC/STR/Aff.22
- Building Maintenance: PC/STR/Aff.23
- Maintenance of Building Support: PC/STR/Aff.25
- Graffiti Removal: PC/STR/Aff.42
- Vehicle Lift System: PC/STR/Aff.43
- Structural Observation
- Junior Accessory Dwelling Unit: PC/STR/Aff.45
- ADU Zoning Code Regulation Waiver

**PART I. GENERAL REQUIREMENTS**

**A. PERMIT APPLICATION**

- 1. Provide a fully dimensioned 8½” x 11” plot plan to scale, in ink, on the PCIS application plot plan sheet.
- 2. Provide complete and correct legal description (Tract, Lot, Block, and a copy of the Grant Deed). Provide complete information for applicant, owner, engineer, architect, and contractor.
- 3. Obtain separate applications for the following items:
  - a. Retaining wall
  - b. Grading work
  - c. Block wall
  - d. Sign
  - e. Swimming pool
  - f. Fire sprinkler system
  - g. Separate structure
  - h. Electrical, Mechanical, Plumbing work
  - i. Shoring
  - j. Demolition
- 4. The permit application must be signed by the property owner or licensed contractor or authorized agent at the time the permit is to be issued:
  - a. For owner-builder permits: Owner’s signature shall be in person or by notarization. Additional documentation required for properties owned by partnership, joint venture, corporation, LLC, etc. Owner’s representative must present a notarized letter of authorization from the owner. Owner Builder Declaration form must be completed and signed by the property owner.
  - b. For contractor permits: Prior to the issuance of a building permit, the contractor shall have the following:
    - i) Certificate of Workers Compensation Insurance made out to the Contractors State License Board.
    - ii) Notarized letter of authorization for agents.
    - iii) Copy of Contractors State License or pocket ID.
    - iv) Copy of City of Los Angeles business tax registration certificate or a newly paid receipt for one.

**B. CLEARANCES**

- 1. Obtain all clearances as noted on the attached Clearance Summary Worksheet. Prompt attention is suggested as it can take months for some departments to review the project. Comply with conditions given under approval prior to the permit issuance.

- 2. Obtain lot cut date from Land Records of Public Works. Lots divided after 6-1-46 shall comply with lot area and width requirements of the zone. Lots divided after 7-29-62 shall obtain a Certificate of Compliance from City Planning Department.
- 3. Provide copies of the following recorded document(s) \_\_\_\_\_.
- 4. A recorded affidavit is required for \_\_\_\_\_.  
See Information Bulletin No. P/GI 2023-024 for instructions on how to process affidavits available at LADBS.ORG
- 5. Soil/Foundation/Geology report(s) must be approved by the Grading Section. Provide approved reports with the Department approval letter. Show compliance with the report requirements and approval letter conditions. The approval letter shall be part of the plans.
- 6. Provide a copy of the Grading Pre-inspection report and comply with the conditions of report.
- 7. Fire lane access is required (for new construction) (where any part of the building is 150 ft. from the edge of an improved street or approved fire lane) for project valuation of \$50,000 or more. Obtain clearance from the Hydrants and Access Unit of the Fire Department. LAMC 57.09.03
- 8. Obtain written approval from DWP for any work, including conversion to an ADU, located in or within 10’ of a DWP easement.

**C. ADMINISTRATION**

- 1. Each sheet of the architectural and structural plans shall bear the signature, registration number, and expiration date of an architect or engineer registered in the State of California.
- 2. Show the address of the building, the name and address of the owner, and the name and address of the consultants on the first sheet of the plans.
- 3. (One) / (Two) / (Three) sets of plans will be required for permit issuance. Plans must be: (106.3.2.2., 106.3.3., R106.3.1):
  - a. Quality blue or black line drawings with uniform and light background color.
  - b. Max. 36” x 48” size with minimum 1/8” lettering size.
  - c. Sticky back details must produce prints without contrasting shades of background color.
- 4. The final set of plans must be stamped by:
 

<input type="checkbox"/> Accessibility Div.	<input type="checkbox"/> City Planning Dept.
<input type="checkbox"/> Fire Dept.	<input type="checkbox"/> Green Building Div.
<input type="checkbox"/> Sanitation Dept (LID)	<input type="checkbox"/> _____

5. Provide the following with each set of plans:
- |                                                      |                                                |
|------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Topography Survey Map       | <input type="checkbox"/> Survey Analysis Map   |
| <input type="checkbox"/> Floor Plans                 | <input type="checkbox"/> Use of Each Room      |
| <input type="checkbox"/> Two Elevations              | <input type="checkbox"/> Construction Sections |
| <input type="checkbox"/> Roof Plans                  | <input type="checkbox"/> Foundation Plans      |
| <input type="checkbox"/> Framing Plans               | <input type="checkbox"/> Structural Details    |
| <input type="checkbox"/> Green Code Notes            | <input type="checkbox"/> Grading Plans         |
| <input type="checkbox"/> Grading Details             |                                                |
| <input type="checkbox"/> Energy Notes & Certificates |                                                |
| <input type="checkbox"/> _____                       |                                                |
6. Provide complete existing and proposed floor plans, framing plans, and foundation plans.

7. Provide fully dimensioned plot plan to scale. Show legal description, building lines, easements, lot size, zone boundaries, highway dedication lines, street center line, alley, building dimensions and setbacks, location and dimensions of new work, parking spaces, and location of all buildings. Show type of construction, number of stories, type of occupancy, and the use for all buildings. (106.3.2.1, R106.2)
8. Show the building area, occupancy groups, uses, type of construction, number of stories, fire zone, lot size, lot area and height on the first sheet or title sheet of plans.
9. Remove all pages, details or notes that do not pertain to the project.

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**PART II. DEVELOPMENT STANDARDS**

**A.1 DETACHED/CONVERSION ADU PER GCS 65852.2(e)(1)(A)**

- The lot shall include an existing single family dwelling.
- The ADU must be within the existing space of an accessory structure.
- The total addition shall not exceed 150 sf.
- Any addition shall be limited to accommodating ingress and egress only.

**A.2 DETACHED ADU PER LAMC 12.22 A.33(c) AND (d)**

- The total area for an ADU shall not exceed 1,200 sf.
- The lot shall include an existing or proposed single family or multifamily dwelling.
- An ADU is not permitted on a lot that is located in both a Very High Fire Hazard Severity Zone (VHFHSZ) and Hillside area 12.22 A.33 (c)(4)
- The proposed project exceeds the maximum Residential Floor Area of \_\_\_\_\_ sf, and maximum grading of \_\_\_\_\_ cubic yards. (12.21C10(b) & 12.21C10(f) & Ordinance 184,802 Baseline Mansionization.
- Building exceeds \_\_\_\_\_ ft height for \_\_\_\_\_ zone. (12.21.1, 12.21A17(c), 12.21C10(d))
- Provide minimum 4-ft setback from rear property line and 4-ft setback from side property line (new construction or addition). (12.22 A.33(c)(8))
- A detached ADU is not permitted on front half of lot, except when located minimum 55-ft from the front line (12.21C5(b))
- ADU shall not be located between a dwelling unit and the Front Lot Line (12.22 A.33(d)(3))
- ADU is limited to two stories maximum (12.22 A.33(d)(2))

**A.3 DETACHED NEW CONSTRUCTION ADU PER GCS 65852.2(e)(1)(B) AND LAMC 12.22 A.33(c),(d) AND (g)**

- The lot shall include an existing or proposed single family dwelling.
- A detached ADU is not permitted on a lot that is located in both a Very High Fire Hazard Severity Zone (VHFHSZ) and Hillside area, unless it meets one of the exceptions in 12.22 A.33 (c)(4). (12.22 A.33 (g)(2))
- ADU must be new construction or an addition.
- If the ADU is attached to an existing accessory building the ADU can only be located within the additional floor area.
- The total area for an ADU (new or addition) shall not exceed 800 sf. (65852.2(e)(1)(B)(i))
- ADU exceeds 16' height limit. (65852.2(e)(1)(B)(ii))
  - 16' height. (65852.2(c)(2)(D)(i))
  - 18' height if the lot is within one-half mile walking distance of a major transit stop of a high-quality transit corridor. An additional 2' in height may be allowed to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit. (65852.2(c)(2)(D)(ii))
- Provide minimum 4-ft setback from rear property line and 4-ft setback from side property line. (65852.2(e)(1)(B))
- A detached ADU is not permitted on front half of lot, except when located minimum 55-ft from the front line (12.21C5(b)). \*\*\*
- ADU shall not be located between a dwelling unit and the Front Lot Line (12.22 A.33(d)(3)) \*\*\*

\*\*\*Zoning regulation may potentially be waived if it would prevent the ADU from being approved. Please complete, sign and return the ADU Zoning Code Regulation Waiver Pursuant to LAMC 12.22 A.33(b)(6).

**A.4 DETACHED ADUs FOR MULTI-FAMILY PER GCS 65852.2(e)(1)(D) AND LAMC 12.22 A.33(c)(d) AND (g)**

1. The lot shall include an existing or proposed multifamily dwelling.
2. Site is limited to max two detached ADU's.
3. A detached ADU is not permitted on a lot that is located in both a Very High Fire Hazard Severity Zone (VHFHSZ) and Hillside area, unless it meets one of the exceptions in 12.22 A (c)(4). (12.22 A.33 (g)(2))
4. ADU exceeds the height limit.
  - a. 16' height. (65852.2(c)(2)(D)(i))
  - b. 18' height if the lot is within one-half mile walking distance of a major transit stop of a high-quality transit corridor. An additional 2' in height may be allowed to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit. (65852.2(c)(2)(D)(ii))
5. Provide minimum 4-ft setback from rear property line and 4-ft setback from side property line for conversions, additions, or new construction.
6. A detached ADU is not permitted on front half of lot, except when located minimum 55-ft from the front line (12.21C5(b)) \*\*\*
7. ADU shall not be located between a dwelling unit and the Front Lot Line (12.22 A.33(d)(3)) \*\*\*

\*\*\*Zoning regulation may potentially be waived if it would prevent the ADU from being approved. Please complete, sign and return the ADU Zoning Code Regulation Waiver Pursuant to LAMC 12.22 A.33(b)(6).

**B.1 ATTACHED ADU PER GCS 65852.2(e)(1)(A) FOR CONVERSION OF PORTION OF EXISTING SFD ONLY**

1. The lot shall include an existing single family dwelling.
2. No additional floor area can be added to the existing single family dwelling or ADU.

**B.2 ATTACHED ADU PER GCS 65852.2(e)(1)(A) FOR NEW SFD ONLY**

1. The lot shall include a proposed single family dwelling.
2. The proposed project exceeds the maximum Residential Floor Area of \_\_\_\_\_ sf, and maximum grading of \_\_\_\_\_ cubic yards. (12.21C10(b) & 12.21C10(f) & Ordinance 184,802 Baseline Mansionization.
3. Building exceeds \_\_\_\_\_ ft height for \_\_\_\_\_ zone. (12.21.1, 12.21A17(c), 12.21C10(d))
4. Determine required prevailing setback for front yard. Incorporate block plot and calculations on plans. See the "Prevailing setback calculator" available at ladbs.org
5. Provide and dimension on plan: (\_\_\_\_\_) Front Yard, (\_\_\_\_\_) Side Yard, and (\_\_\_\_\_) Rear

Yard as required for Zone (\_\_\_\_\_) for the main dwelling.

6. Maintain minimum 10' separation between dwelling and accessory building(s). (12.21C5(d))

**B.3 ATTACHED ADU PER LAMC 12.22 A.33(c) AND (e) FOR EXISTING OR NEW SFD OR MULTI-FAMILY**

1. The lot shall include an existing or proposed single family or multifamily dwelling.
2. ADU is not permitted on a lot that is located in both a Very High Fire Hazard Severity Zone (VHFHSZ) and Hillside area, unless it meets one of the exceptions in 12.22 A.33 (c)(4).
3. The total area for an ADU attached to an existing main dwelling shall be limited to maximum 50% of existing dwelling area (excluding garage).
4. The proposed project exceeds the maximum Residential Floor Area of \_\_\_\_\_ sf, and maximum grading of \_\_\_\_\_ cubic yards. (12.21C10(b) & 12.21C10(f) & Ordinance 184,802 Baseline Mansionization.
5. Building exceeds \_\_\_\_\_ ft height for \_\_\_\_\_ zone. (12.21.1, 12.21A17(c), 12.21C10(d))
6. Provide minimum 4-ft setback from rear property line and 4-ft setback from side property line for the ADU.
7. Provide and dimension on plan: (\_\_\_\_\_) Front Yard, (\_\_\_\_\_) Side Yard, and (\_\_\_\_\_) Rear Yard as required for Zone (\_\_\_\_\_) for the main dwelling.

**B.4 ATTACHED ADU PER GCS 65852.2(e)(1)(C) FOR EXISTING MULTI-FAMILY**

1. The lot shall include an existing multifamily dwelling.
2. Number of ADUs exceeds max 25% of the existing dwelling units. Min 1 ADU allowed within existing multifamily dwelling.
3. No additional floor area can be added to the multifamily dwelling.
4. ADU(s) must be located within existing non-livable space.
5. Existing commercial space in mixed-use building cannot be converted to ADU(s).

**C. JUNIOR ACCESSORY DWELLING UNIT PER GCS 65852.2(e)(1)(A) AND 65852.22**

1. The lot shall include an existing or proposed single family dwelling.
2. JADU is permitted in single-family zones only.
3. JADU shall be within a single-family dwelling.
4. No additional floor area can be added if a JADU is converted from an existing single family dwelling.
5. The maximum size of a JADU shall be limited to 500 sf.

6. The JADU shall have exterior access separate from the main entrance to the single family dwelling.
7. The JADU does not have a bathroom. In addition to the exterior access, provide an interior entry to the main living area of the single family dwelling
8. The JADU shall include at least an efficiency kitchen including
  - a. A cooking facility with at least two appliances.
  - b. A food preparation counter and storage cabinets.
9. The proposed project exceeds the maximum Residential Floor Area of \_\_\_\_\_ sf, and maximum grading of \_\_\_\_\_ cubic yards. (12.21C10(b) & 12.21C10(f) & Ordinance 184,802 Baseline Mansionization.
10. Building exceeds \_\_\_\_\_ ft height for \_\_\_\_\_ zone. (12.21.1, 12.21A17(c), 12.21C10(d)).
11. Determine required prevailing setback for front yard. Incorporate block plot and calculations on plans. See the "Prevailing setback calculator" available at ladbs.org
12. Provide and dimension on plan: (\_\_\_\_\_) Front Yard, (\_\_\_\_\_) Side Yard, and (\_\_\_\_\_) Rear Yard as required for Zone (\_\_\_\_\_) for the new construction of a main dwelling with JADU.
13. A recorded affidavit is required (see Page 2). Obtain a copy of instruction to process affidavits from LADBS and follow the instructions.

**D. MOVABLE TINY HOUSE PER LAMC 12.22 A.33(c) AND (f)**

1. MTH shall meet the following requirements to be considered for an ADU.
  - a. Licensed and registered with the California Department of Motor Vehicles;
  - b. Meets the American National Standards Institute (ANSI) 119.5 requirements or the National Fire Protection Association (NFPA) 1192 standards, and is certified for ANSI or NFPA compliance;
  - c. Cannot move under its own power;
  - d. Is no larger than allowed by CA State Law for movement on public highways;
  - e. Is no smaller than 150 square feet and no larger than 430 square feet as measured within the exterior faces of the exterior walls.
2. The lot shall include an existing or proposed single family or multifamily dwelling.
3. Only 1 MTH is allowed on a lot.
4. Show location of new MTH utility hookups (post).
5. Zoning Requirements:
  - a. Limited to 2 stories.
  - b. One parking space is required for a MTH unless:
    - i) Located within ½ mile walking distance from a bus or rail stop,
    - ii) Located within one block of a designated car

- share pickup or drop off location,
    - iii) Located within an applicable historic district or any Historic Preservation Overlay Zone
  - c. Parking located in a required front yard must be located on an existing driveway.
  - d. Driveway access areas located in the required front yard shall not be expanded to provide required parking.
  - e. Provide and dimension on plan: (\_\_\_\_\_) Front Yard, as required for Zone (\_\_\_\_\_).
  - f. Minimum 4' rear and side yard setbacks are required.
  - g. Shall not be located between the primary dwelling unit and the street adjoining the front yard, except where the MTH is on a Through Lot and complies with LAMC 12.21 C5(k).
6. Required Provisions (Add as notes to plans)
  - a. The undercarriage (wheels, axles, tongue and hitch) shall be hidden/screened from view.
  - b. The wheels and leveling or support jacks must sit on a paved surface compliant with LAMC 12.21 A.6(c).
  - c. Mechanical equipment shall be incorporated into the structure and not located on the roof.
  - d. Shall be connected to water, sewer and electric utilities. A 30 amp minimum circuit shall be installed, but not less than required by the MTH manufacturer.
  - e. Shall follow the ANSI A119.5 or NFPA 1192 standards relating to health, fire and life-safety.
7. Required Design Elements (Add as notes to plans)
  - a. Cladding and Trim. Materials used on the exterior of a movable tiny house shall exclude single piece composite, laminates, or interlocked metal sheathing.
  - b. Windows and Doors. Windows shall be at least double pane glass and labelled for building use, and shall include exterior trim. Windows and doors shall not have radius corners.
  - c. Roofing. Roofs shall have a minimum of a 12:2 pitch for greater than 50% of the roof area, and shall not be composed of wooden shingles.
  - d. Extensions. All exterior walls and roof of movable tiny houses used as ADUs shall be fixed with no slide-outs, tip-outs, nor other forms of mechanically articulating room area extensions.
8. Complete, notarize and return Owner's Declaration and Acknowledgement for Movable Tiny House.

## **E. GENERAL ZONING REQUIREMENTS**

1. Provide a copy of the Certificates of Occupancy and building permits (with plot plan) showing the legal existing uses and parking spaces for all existing buildings on the lot.
2. An ADU is not permitted in the \_\_\_\_\_ zone.
3. Provide \_\_\_\_\_ paved parking spaces. A min. of \_\_\_\_\_ spaces shall be standard stalls (12.21 A4 & 12.21A17(h) & 12.21C10(g)).
4. Minimum of one additional covered or uncovered off-street standard parking stall shall be provided except when the ADU is (12.22 A.33(c)(12)(i)):
  - a. Located within ½ mile of public transit
  - b. Located within Historic District
  - c. Conversion of existing primary residence, proposed primary residence, or existing accessory structure.
  - d. Located within one block of a designated pickup and drop-off location of a car share vehicle
5. Provide parking layout, including parking stall and access aisle dimensions, striping details, driveway slope, and stall slope. (12.21A5)
6. Parking located in a required front yard must be located on an existing driveway. (12.22 A.33(c)(12)(ii))
7. Driveway access areas located in the required front yard shall not be expanded to provide required parking. (12.22 A.33(c)(12)(ii))
8. Automobiles are not permitted to back onto a public street or sidewalk. (12.21A5(i)(1))
9. Revise plans to maintain a \_\_\_\_\_ backup aisle based on a stall width of \_\_\_\_\_. (12.21A5(b))
10. Parking areas or access driveways within 15 ft. of a property line must be enclosed by a (3 ft.) (5 ft-9 in.) high (solid) (masonry) fence. (12.21A6(d),(e))
11. Determine required prevailing setback for front yard. Incorporate block plot and calculations on plans. See the "Prevailing setback calculator" available at ladbs.org  
<http://www.permitla.org/PS/index.cfm>
12. Provide and dimension \_\_\_\_\_ front yard, but not less than the prevailing setback, \_\_\_\_\_ side yard, and \_\_\_\_\_ rear yard. (12.21A17(a), 12.21A17(b), 12.21C10(a))
13. Provide 30" minimum clear access around main building(s), accessory living quarters, and at addition to ADU. (12.22C20(l))
14. Provide topographic map with the building or structure outlined to determine height of building or structure. (12.03)
15. Basement containing a habitable room shall be considered a story for side and rear yard and Height District requirements. (12.21C1(l) & 12.21.1A8)

16. Maximum eave projection of \_\_\_\_\_ inches allowed in \_\_\_\_\_ yard provided the yard is not reduced to less than 30". (12.22C20(b))
17. Projection of \_\_\_\_\_ into the \_\_\_\_\_ yard / passageway is not permitted or limited to \_\_\_\_\_. (12.22C20)
18. Provide copy of most recent Los Angeles County Tax Assessor's records to verify existing Residential Floor Area with cumulative area less than 1,000 sq. ft. (12.03)
19. The HILLSIDE ORDINANCE may apply to this project. Obtain determination of street type (standard or substandard) from Public Works. (12.21A17)
20. The BASELINE HILLSIDE ORDINANCE applies to this project. Obtain and complete the Joint Referral Form from City Planning to determine the permitted maximum Residential Floor Area. The Joint Referral Form and the Slope Analysis Map shall be a part of the final approved set(s) of plans. (12.21C10(b)).

## **F. MAXIMUM RESIDENTIAL FLOOR AREA (RFA)**

1. Provide a summary of the total site RFA. Clearly indicate the RFA per structure on site and any exemptions used. (See Residential Floor Area definition in LAMC 12.03)
  - a. Provide complete cross sections specifying the ceiling heights and attic ceiling heights. Portions of attics with a ceiling height of more than 7 ft. shall be included in Residential Floor Area calculations. Where the ceiling height exceeds 14 ft., provide floor plans and clearly identify the areas which exceed the above thresholds (with hatching and dimension). The subject areas shall be counted twice in the RFA calculations. The area of stairways and elevator shafts shall only be counted once regardless of ceiling height.
  - b. The parking areas shall be included in the RFA calculations. Except that 200 sq. ft. per required covered parking space, up to a maximum of 400 sq. ft. may be exempt, if all of said parking is in the rear half of the lot or 55 ft. from a Front Lot Line. Only 200 sq. ft. shall be exempted if said parking is not located as required above.
  - c. Detached accessory buildings which exceed 200 sq. ft. shall be included in RFA calculations. The total combined area exempted, of all detached accessory buildings on the lot, shall not exceed 400 sq. ft.
  - d. Porches, patios, and breezeways with a solid roof shall be included in the RFA calculations. Porches, patios, and breezeways with a lattice roof shall not be included in the Residential Floor Area calculations
  - e. The basement area shall be included in the RFA calculations when the floor or roof above exceeds 2 ft. in height above the finished or natural grade whichever is lower.

**G. MAXIMUM FLOOR AREA RATIO (FAR)**

- 1. Building exceeds maximum floor area ratio for height district and zone. (12.21.1.A.1)
  - a. For Height District 1, 1L, 1VL, 1XL in a commercial zoned lot, floor area is limited to 1.5X Buildable Lot Area.
  - b. For Height District 1, 1L, 1VL, 1XL in a residential zoned lot, floor area is limited to 3X Buildable Lot Area.

- c. For Height District 2 in a commercial or residential zoned lot, floor area is limited to 6X Buildable Lot Area.
- d. For Height District 3 in a commercial or residential zoned lot, floor area is limited to 10X Buildable Lot Area.
- e. For Height District 4 in a commercial or residential zoned lot, floor area is limited to 13X Buildable Lot Area.

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**PART III. BUILDING AND RESIDENTIAL CODE REQUIREMENTS**

**A. OCCUPANCY CLASSIFICATION**

The following are required for attached garage / carport:

- 1. U Occupancy garage is limited to 1,000 / 3,000 sq. ft. and one-story in height. (406.3.1)
- 2. Separation from the dwelling unit and its attic area by means of a minimum 1/2-inch gypsum board applied to the garage side. (406.3.2, R302.6)
- 3. Separation from all habitable rooms above by not less than a 5/8-inch Type X gypsum board or equivalent. (406.3.2, R302.6)
- 4. Doors between garage and dwelling unit shall be self-closing and self-latching, solid wood or solid or honeycomb core steel not less than 1 3/8 inches thick, or have a minimum fire protection rating of 20 minutes. (406.3.2, R302.5.1)
- 5. Exterior walls of a detached U occupancy less than 5' from a property line must be one-hour construction without openings. (Table 602, Table 705.8, Table R302.1(1), R302.1(2))
- 6. Garage shall not open directly into a room used for sleeping purposes. (406.2.5, R302.5.1)
- 7. Detail on plan that exterior posts shall be at least 1" above floor/slab and 6" above exposed earth. Isolated piers in enclosed crawl space must be 8" above exposed earth. As an alternate, use pressure treated posts. (2304.12, R317.1)

**B. BUILDING LIMITATION**

- 1. Provide calculations for establishing grade plane as per Section 202. Attach calculations and established grade planes on elevation plans and site plan. (202, R202)
- 2. Show maximum height of the structure (in feet and stories) from top of roof to grade plane on all elevation views. (504.1, R202)
- 3. Lowest level is determined not to be a basement. This level is considered as 1<sup>st</sup> story above grade plane. Include this story in total building height. (202, R202)
- 4. Maximum 3 stories allowed for R-3, Type (VA, VB) construction. (Table 504.4)

**C. SPECIAL USE OR AREAS**

- 1. Show the pool enclosure on the plan. A 5' high fence and gate are required. The gate shall open outward away from the pool and shall be self-closing and self-latching. (3109.4.1.7, LARC AG105)
- 2. Pool shall be equipped with two drowning prevention safety features.
- 3. Attach Green Building Code Form numbers 1, 11, 14, and 16 as part of plans.

**D. FIRE-RESISTANCE RATED CONSTRUCTION**

- 1. Provide 1-hr fire-resistance rating for exterior walls for R-3 and/or U occupancy less than 5' from property line or assumed property line. (Table 602, 706.1.1, & 706.4, R302.1) (1207)
- 2. Projections beyond exterior walls shall not extend any closer to the line used to determine the fire separation distance than shown in (Table 705.2) (Table R302.1(1)) (Table R302.1(2)). (705.2, R302.1)
- 3. The exterior walls shall be fire rated per Table 601, Table R302.1(1), Table R302.1(2) and 602 (\_\_\_ hr. rated). Provide complete details per Section 705.5. (R302.1)
- 4. Provide complete analysis for protected and unprotected exterior wall openings per section 705.8 and Equation 7-2. (705.8.1) (R302.1)
- 5. Provide (1-hr) (2-hr) rated Fire Partition between units. Provide complete details. (708.1) (R302.2)

**E. FIRE PROTECTION**

- 1. Smoke detectors shall be provided in each sleeping room, on the ceiling or wall immediately outside of each sleeping room, and on each story and basement for dwellings with more than one story. (907.2.11.2, R314.2)
- 2. The power source for smoke detectors shall be as follows:
  - a. In new construction smoke detectors shall receive their primary power from the building wiring and shall be equipped with a battery backup. (907.2.11.5, R314.4)
  - b. In existing SFD, smoke detectors may be battery operated. (907.2.11.9, R314.4)



3. Carbon monoxide alarm is required. (915.1, & R315)
4. Sprinkler system shall be required for the ADU if the existing dwelling has a sprinkler system.

**F. MEANS OF EGRESS**

1. Provide emergency egress from sleeping rooms and basement. Show details on plans. Required minimum dimensions are 24" clear height, 20" clear width, 5.7 sq. ft. (5.0 sq. ft. at grade level) and 44" max to bottom of opening. (1031.3, R310.2)
2. At least one door shall be 36" wide by 80" high. (R311.2)
3. Landing at a door shall have a length measured in the direction of travel of no less than (36") (44"). (1010.1.5, R311.3)
4. Provide 42" high guards with less than 4" spacing opening between rails. For R-3 occupancies and within individual units in R-2 occupancies, guards whose top rail also serves as a handrail shall have a height between 34" to 38" measured vertically from the leading edge of the stair nosing tread. (1015.3 & 1015.4, R312.1)
5. Show the following stairway details on plans:
  - a. 7", 7.75" rise & min. 11", 10" run. (1011.5, R311.7.5)
  - b. Min. 6'-8" headroom clearance. (1011.3, R311.7.2)
  - c. Min 36" clear width. (1011.2, R311.7.1)
  - d. Handrails 34" to 38" high above tread nosing (1014.2, R311.7.8.1)
  - e. Handgrip portion of handrail shall not be less than 1.25" and no more than 2" cross-sectional dimension having a smooth surface with no sharp corners (1014.3, R311.7.8.3)
  - f. Less than 4" clear spacing opening between rails. (1015.4, R312.1.3)
6. Enclosed useable space under interior stairs requires one-hour fire-resistive construction on enclosed side. (Such as 5/8" Type X gypsum board) (1011.7.3, R302.7)
7. Show stairway landing details. The width of landings shall not be less than the width of stairways they serve. The minimum dimension in the direction of travel must be equal to the width of the stairway. (1011.6, R311.7.1)
8. Ramp slopes shall not exceed 1:12 (8%). (1012.2, R311.8.1)
9. Occupied roofs shall be provided with exits as required for stories. (1006.3)
10. Provide a minimum of two exits if occupant load for R-\_\_\_\_ occupancy group exceeds \_\_\_\_ occupants. (Table 1006.2.1)
11. Exits shall be separated by at least (1/2) (1/3) the maximum diagonal of the area served. (1007.1.1)
12. The required number of exits from any story, basement or individual space shall be maintained until arrival at grade or the public way. (1006.3.3)

13. Egress shall not pass through kitchens, storage rooms, garage, closets or spaces used for similar purposes. (1016.2, R311.1)
14. Provide min 7'-6", 7'-0" ceiling height along means of egress. (1003.2) (R305.1)
15. For glass handrails and guards, the panels and their support system shall be designed to withstand the loads specified in Chapter 16. A safety factor of four shall be used. The minimum nominal thickness of the glass shall be 1/4 inch. (2407)

**G. INTERIOR ENVIRONMENT**

1. Required ceiling height is 7'-6", 7'-0" min., 7'-0" min. in kitchen, bathrooms, laundry rooms and storage rooms. (1208.2, R305.1)
2. Provide natural light in habitable rooms with an area not less than \_\_\_\_\_ (8%) of floor area or provide artificial light with an average illumination of 10 ft.-candles at a height of 30" above floor level. (1204.2, R303.1)
3. Provide natural ventilation in habitable rooms by means of operable exterior openings with an area not less than \_\_\_\_\_ (4%) of floor area. Mechanical ventilating systems may be permitted. (1202.5.1, 1202.4.3, R303.1)
4. Rooms containing bathtubs, shower, spas, and similar bathing fixtures, shall be mechanically ventilated. Separate mechanical permit may be required. (1202.5.2.1)
5. Provide 15" min between center line of water closet to any side wall or obstruction and 24" clear space in front of water closet. (LAPC 407.5)
6. Provide (16") / (18") x 24" min. underfloor access, clearance and ventilation. Under-floor ventilation shall be not less than 1/150 of under floor area. (1209.1, R408.2, R408.4)
7. Provide (20") / (22") x 30" min. attic access, clearance and ventilation. Attic ventilation shall be not less than 1/150 of attic area. (1209.2, R807.1)
8. In residential buildings, every interior door through which occupants pass shall have a minimum width of 32". (6304.1, R311.2)
9. Provide Sound Transmission Class (STC) of 50 / Impact Insulation Class (IIC) of 50 separation and STC 26 door between units and between common use areas and units. Provide complete details. (1206)

**H. BUILDING ENVELOPE**

1. Provide a Class A, B or C fire-retardant cool roof labeled and certified by the CRRC. (1505.1 & Table 1505.1, R902.1)

2. Glazing in hazardous locations shall be tempered (2406.4, R308.4):
  - a. Ingress and egress doors
  - b. Panels in sliding or swinging doors
  - c. Doors and enclosure for hot tub, bathtub, showers (Also glazing in wall enclosing these compartments within 5' of standing surface)
  - d. If within 2' of vertical edge of closed door and within 5' of standing surface
  - e. In wall enclosing stairway landing
  - f. Guards and handrails
3. Show roof slopes, drains and overflow drains or scuppers on the roof plan. Provide a detail of the roof drain and overflow system. (1502, R903.4)
4. Window sill of openable windows more than 72 inches above finished grade or other surface below shall not be less than 24/42 inches from finished floor of the room it is located in. (1015.1, R312.2.1)
5. Details of the guards at the floor and roof openings, occupied roofs and balconies or porches more than 30" above grade are required. Guards shall be 42" in height, have intermediate rails or balusters spaced at 4" maximum and be designed for (50 lbs/ft) (20 lbs/ft) (200 lb. concentrated) lateral load. (1015.3 & 1607.9, 2407, R312.1)
6. Clearly indicate on the plans the location of glass or plastic skylights. If the roof slope is less than 3:12, provide minimum 4" curb. (2405.4, 2610.2, R308.6.8) Glass skylights shall comply with Section 2405. Plastic skylights shall comply with (Section 2610. R308.6.2)
7. For pre-fab fireplaces, provide manufacturer, model, and Underwriter Laboratories certification number (or ICCs) (a cut sheet is required per Green Building Code – the fireplace shall be direct-vent and sealed combustion type). For masonry fire place (not allowed per Green Building Code), provide details and calculations for chimney. Show compliance per (Sec. 2111 & 2113, R1004.1, R1001.1, R1003).
8. Show on plan that top of chimney must extend a minimum of 2' above any part of the building within 10', but not less than 3' above from the adjacent roof below. (2113.9, R1003.9)
9. Comply to Title 24 energy requirements
  - a. Provide energy calculations
  - b. HERS field verification is required
  - c. Provide a CFIR Form (certificate of compliance)
  - d. Certificate of compliance shall display the required registration number.
10. Every dwelling unit shall be provided with a water closet, lavatory, bathtub or shower, and kitchen. (R306.1 & R306.2)

**I. NOTES ON PLANS:**

1. The construction shall not restrict a five-foot clear and unobstructed access to any water or power distribution facilities (Power poles, pull-boxes, transformers, vaults, pumps, valves, meters, appurtenances, etc.) or to the location of the hook-up. The construction shall not be within ten feet of any power lines-whether or not the lines are located on the property. Failure to comply may cause construction delays and/or additional expenses.
2. An approved Seismic Gas Shut Off Valve or Excess Flow Shut Off Valve will be installed on the fuel gas line on the down-stream side of the utility meter and be rigidly connected to the exterior of the building or structure containing the fuel gas piping. (Per Ordinance 170,158 and 180,670) Separate plumbing permit is required.
3. Provide ultra-flush water closets for all new construction. Existing shower heads and toilets must be adapted for low water consumption.
4. Provide (70) (72) inch high non-absorbent wall adjacent to shower and approved shatter-resistant materials for shower enclosure. (1210.2.3, 2406.4.5, R307.2, R308.4)
5. Water heater must be strapped to wall. (507.3 & LAPC)
6. Sprinkler system must be approved by the Mechanical Division prior to installation.
7. A fire alarm (visual and audible) system is required. The alarm system must be approved by the Fire Department and Electrical Plan Check prior to installation. (LAMC 57.122)
8. Carbon monoxide alarm is required. (915.4, R315)

**J. STRUCTURE**

1. Provide (6-mil) (10-mil) polyethylene or approved vapor retarder below the concrete floor slab. An approved epoxy slab coating shall be applied on top of the slab if it does not have the required moisture barrier membrane. (1907.1, R506.2.3)
2. Provide a Los Angeles City Research Report number for \_\_\_\_\_.  
Show compliance with all report requirements.
3. All sheets of plans and cover sheet of calculations must be signed and stamped by a civil or structural engineer, or architect, licensed by the State of California.
4. Dimension exterior and bearing wall foundations per the WFPP. Show depth of embedment of foundation into soil. (1808.8, R403.1)
5. Footings of foundations for buildings and structures founded on expansive soils shall be designed per 1808.6.
6. Provide material specifications for Concrete (Min. concrete strength is 2,500 psi), Masonry (reinforcements) Steel, \_\_\_\_\_.

- 7. Provide design by a licensed engineer or architect for the (vertical) (seismic/wind lateral) force resisting system per (LABC 2305, 2306, & 2307, R301.1.3).
- 8. Provide a nailing schedule for plywood diaphragms and shear walls on plans. Use common nails. (LABC Table 2306.2.1(3) & 2306.3(2), R602.3)
- 9. Provide size, spacing and direction of girders, floor joists, ceiling joists, rafters, beam over \_\_\_\_\_, post under \_\_\_\_\_.
- 10. Provide shear wall elevations and connection details on plans, to show shear load transfer path.
- 11. Provide approved plate washers. (2308.12.8)
- 12. Show hold-down locations on the foundation plan.
- 13. A licensed fabricator is required for \_\_\_\_\_.
- 14. Continuous Special Inspection, Periodic Special Inspection is required for \_\_\_\_\_ per Sec 1704.
- 15. The maximum height-width ratio for shear panels is 2:1 for plywood or 1.5:1 for stucco. (Table 4.3.4 SDPWS & 2305.1)
- 16. The Wood Frame Prescriptive Provisions (WFPP) sheet requires spacing between braced wall lines to be 25 feet max in both directions. (2308.12.3, R602.10.1.3)

- 17. The Wood Frame Prescriptive Provisions (WFPP) sheet requires minimum length of plywood, stucco, shear panels not less than \_\_\_\_\_, 48%, 100% of the entire wall line per Table 2308.12.4 & R602.10.
- 18. Provide foundation anchor bolts not less than 2 inch diameter with embedment depth into the concrete or masonry and spacing per (2308.3.3, 2308.6, R403.1.6).
- 19. Provide the following distances for construction on slope:
  - a. H/3 distance to daylight from bottom of footing.
  - b. H/2 setback from toe of slope. (1808.7, R403.1.7).

**K. STRUCTURAL NOTES ON PLANS**

- 1. Specify that all construction shall comply with the WFPP.
- 2. Structural observation is required per Sec 1709 for shear walls in excess of 300 plf, hold-down anchors, diaphragm, other: \_\_\_\_\_.
- 3. Specify that bolt holes shall be max. 1/16" oversized. Note on the plans "inspector to verify."
- 4. Specify continuous inspection for:
  - a. Concrete greater than 2,500 psi
  - b. Installation of concrete anchors per LARR
  - c. Field welding/Rebar welding
  - d. Masonry
  - e. Other \_\_\_\_\_.

ADDITIONAL CORRECTIONS:	Code Sec. No.

