

DOCUMENT SUBMITTAL REQUIREMENTS FOR A NEW ACCESSORY DWELLING UNIT (ADU) STANDARD PLAN

This Information Bulletin contains the suggested minimum document submittal requirements including architectural and structural plans, calculations, and other miscellaneous information for a **“NEW ACCESSORY DWELLING UNIT (ADU) STANDARD PLAN.”**

The lists contained in this Information Bulletin are the suggested minimum document submittal requirements. Some projects may not require all of these documents while others may require additional documents and information.

Design plans, calculations (if applicable), and all supporting documents should be submitted online through our [Eplan portal \(https://eplanla.lacity.org\)](https://eplanla.lacity.org) using the address '1 Standard Plan Way'. Please include in the work description, 'ADU Standard Plan Program: X-Story, X-bedroom(s) with options. (XXX sf)'. You will need to submit separate projects for each unit you are proposing.

Accessory dwelling units that are 3 stories or less in height shall comply with the 2023 Los Angeles Residential Code. Accessory dwelling units that are over 3 stories in height shall comply with the 2023 Los Angeles Building Code.

I. DOCUMENT SUBMITTAL LIST

A. Plans

1. Architectural Plans (include all variations of each plan based on design options)
 - a. Floor plan
 - b. Roof plan
 - c. Exterior elevations
 - d. Cross sections

2. Structural Plans (include all variations of each plan based on design options)
 - a. Foundation plan
 - b. Floor framing plan
 - c. Roof framing plan
 - d. Truss plans
 - e. Structural framing and connection details
3. Plans showing relevant information for plumbing, mechanical, and electrical components

B. Calculations

1. A complete set of structural calculations for vertical and lateral loads signed by an architect or engineer licensed by the State of California.

Note: An ADU of wood frame construction, no more than one story in height and designed per the wood frame prescriptive provisions (Information Bulletin P/BC 2023-004) is exempt from this requirement.

2. Energy Calculations and forms for Title 24

C. Other Documents

1. Material specifications

II. EXPANDED INFORMATION ON ABOVE DOCUMENTS

A. General Information

1. Plans to be a minimum size of 18" x 24", prepared with ink or indelible pencil or by a reproduction process, drawn to scale, and fully dimensioned. Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes, relevant laws, ordinances, rules, and regulations.
2. Signature and stamp by an architect or engineer licensed by the State of California on all documents and wet signature and stamp on the cover sheet of each document.

Exception: An ADU of wood frame construction, no more than one story in height and designed per the wood frame prescriptive provisions (Information Bulletin P/BC 2023-004) does not require plans to be signed and stamped by an

architect or engineer licensed by the State of California nor any structural calculations.

3. Cover sheet information

- a. Applicable codes and editions (2023 LABC, 2023 LARC, etc.)
- b. Name, title, registration number (if applicable), address, and telephone number of the responsible architect, engineer or designer
- c. Description detailing scope of all work
- e. Occupancy group(s), floor area of each occupancy, number of stories, type of construction, and maximum building height
- f. Floor area of each floor and the entire building
- g. Index of all sheets of plans and attachments
- h. Fire sprinkler requirement

B. Architectural Plans

1. Fully dimensioned floor plans including room sizes and uses
2. Fully dimensioned roof plans including slope, eaves, overhangs, rakes, gables, and roofing material
3. Exterior elevations detailing all exterior walls, projections, and cross sections in each direction
4. Door and window locations and schedules including size, type, and door threshold details
5. Fully dimensioned stair details including rise, run, handrails, and all member sizes
6. Fireplace details

C. Structural Plans

1. Structural wall sections including connection details at foundation, floor, and roof levels
2. Post and girder connection details
3. Footing, pier, and grade beam details
4. Shear wall and holdown details including wall construction, nailing, anchor bolts, transfer connections, and holdowns
5. Stairway framing and connections including handrails and dimensions of all members

6. Flashing details
7. Material specifications
8. Prefabricated Trusses
 - a. Roof framing plan with a truss I.D. number and manufacturer's name
 - b. Detail of all trusses including gable bracing and bridging
 - c. Detail of all truss splices, connections, plate sizes, and hangers
 - d. Truss plans to be stamped by the responsible architect or engineer licensed in the State of California stating that he/she has reviewed the plans

D. Plumbing, Electrical, and Mechanical Components

1. Location and size (BTU/HR output) of HVAC equipment
2. Locations and dimensions of plumbing fixtures
3. Locations of outlets, fixtures, switches, and smoke detectors, and locations and sizes of subpanels, and main panels

E. Energy

1. Compliance documents shall be produced by up-to-date version of Energy Commission Approved computer programs using Climate Zone 9.

To obtain a list of Energy Commission approved compliance programs, call 1-800-772-3300 or visit their website at :
https://ww2.energy.ca.gov/title24/2019standards/2019_computer_prog_list.html

2. Approved Performance software for 2019 Residential Standards:
 - a. CBECC-Res Version 2019-1.1 or newer
 - b. EnergyPro Version 8.0 or newer version
3. Compliance documents shall be provided for all design orientations/directions.
4. CF-1R and MF-1R forms with required signatures shall be attached to plans
5. CF-GR and Insulation Certificate shall be attached to plans
6. Performance Analysis and Back-up forms shall be attached to plans

F. Green

1. Mandatory Requirements Checklist (Form GRN 4) incorporated into plans
2. Green Forms GRN1, GRN 2, GRN 4, GRN11, GRN14, GRN16, and GRN18R incorporated into plans
3. Electric vehicle supply wiring
4. Future solar zones(s)
5. Energy star compliant bathroom exhaust fans with humidistat
6. Irrigation controller, drainage away from buildings, site paving/hardscape, and landscaping and water features including pools (if applicable)
7. Flashing details and methods of construction waste reduction
8. Fireplace specifications
9. Slab on grade construction details (vapor barrier above a 4" layer of clean aggregate)

III. FINAL PLAN APPROVAL

1. An ADU Standard Plan will require the submission of 6 (six) final plan sets for approval.
2. Final approved ADU Standard Plans, including renderings and elevations, can be found on our website at www.ladbs.org/ADU.

NOTE:

- (1) This is not a complete list of all document submittal requirements. Additional information may be required for the plan check process.