

ACCESSORY DWELLING UNIT (ADU) STANDARD PLAN – BUILDING PERMIT SUBMITTAL CHECKLIST

To successfully submit a building permit application for plan check, the following information **must be provided** when using an ADU Standard Plan: I) Title Sheet and Area Calculations, II) Plot Plans and Notes, and III) Approved ADU Standard Plan.

All applications and plans must then be submitted at one of our offices or uploaded/submitted via ePlanLA (<https://eplanla.lacity.org/>).

All plans must be provided on minimum 11" x 17" pages.

For additional information, see the frequently asked questions (FAQ) section of this document.

I. TITLE SHEET AND AREA CALCULATIONS

1. Sheet Index
2. Vicinity Map
3. Floor Area Calculations (Zoning Code, Building Code, School District)
4. Existing House Address
5. New ADU Address (placeholder to be assigned by Public Works – Bureau of Engineering)
6. Lot/Parcel Information
 - a. APN
 - b. Legal Description
 - c. Zone
 - d. Lot/Parcel Area
7. Fire Sprinkler Information
8. Existing Structure(s) Information
9. Required and Proposed Parking
10. Complete Owner Information (Name and Address)
11. Complete Applicant Information (Name and Address)

II. PLOT PLAN AND NOTES

ALL ITEMS LISTED BELOW MUST BE SHOWN TO SCALE ON THE PLOT PLAN.

1. Property lines with dimensions
2. Setbacks (front, side, and rear)
3. Distance separation between proposed ADU and existing primary dwelling
4. Site drainage

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- 5. North arrow
- 6. Dimensions and area (sf) of proposed ADU
- 7. Adjacent streets
- 8. Show footprint of existing primary dwelling with square footage labeled
- 9. Driveway(s) and parking areas

III. APPROVED ADU STANDARD PLAN

- 1. Include a complete copy of the approved ADU Standard Plan drawings.

IV. FREQUENTLY ASKED QUESTIONS

- 1. What and where can I find my Lot/Parcel Information?

Please see the Department of City Planning’s Zone Information and Map Access System (ZIMAS) page (<http://zimas.lacity.org>) to see where your property is on the map and find information specific to your property. You can use the tabs on the left to find your APN (Assessor Parcel Number), Legal Description, Zone, and Lot/Parcel Area.

- 2. Where can I get additional information or speak with staff prior to submitting my plans for plan check review?

For a quick (15 minutes maximum), in-person session to speak with a plan check engineer, you may make an appointment through the City’s BuildLA appointment system. (<https://appointments.lacity.org/apptsys/Public/Account>)

You may also schedule an optional Preliminary Plan Check appointment. The Preliminary Plan Check Service provides applicants with an opportunity to meet with a plan check engineer to answer questions on Los Angeles Municipal Code requirements or obtain other information concerning their project, prior to plan check submittal. More information on Preliminary Plan Check and how to apply for this service can be found on the following webpage: <https://www.ladbs.org/services/core-services/plan-check-permit/plan-check-permit-special-assistance/preliminary-plan-check>

- 3. How are square footage, square-feet and size calculated?

Square footage, square-feet and size are used in the ADU Ordinance to refer

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to various direct ADU size regulations (such as the 1,200 square foot limitation). These terms refer to the definition of Floor Area in LAMC 12.03, but does not include the definition of Residential Floor Area (RFA), nor does it include any non-conditioned spaces such as porches, patios or breezeways with solid or lattice roofs. Physically connected spaces that are conditioned but do not have an interior connection to the ADU are also not counted as ADU square footage.

Indirect limits on ADU size through other zoning provisions such as Floor Area Ratio (including RFA in the R1, RE, RS and RA zones) or lot coverage may apply separately which may further limit allowable ADU square footage. Refer to LAMC 12.22 A.33(b) for more information on applicable development standards.

4. What is a setback line?

A line across the front, sides or rear of any private or public property. The setback prohibits the subsequent erection of any building, fence or other structure in the area between such line and the lot line.

5. Who can I contact for general Zoning and Building Code questions related to ADUs?

For Zoning and Building code questions, please contact our call center at 311 or (213) 473-3231 and ask to speak with the LADBS Zoning & Building Code Engineer. Some zoning information can also be found on ZIMAS (<http://zimas.lacity.org/>).