

STEP 1: Submit to LA County Planning* following the ARCHITECTURAL PLAN REQUIREMENTS, pay the fees, and get approval stamp.

ALL PLANS SHALL BE SCALED AND DRAFTED PROFESSIONALLY AND NEATLY.

Site plans are 1/8" = 1' and 1/4" = 1' for others laid out on 24-inch x 36-inch format.

STEP 2: Submit to LA County Public Works BSD*. Upload the approved LA County Planning architecture plans at EPIC LA* OR apply in person at the respective BSD District/Contract City Office#. Open an application with BSD for the proposed project and obtain an Agency Referral Sheet from the BSD staff.

Review the ADU Step-by-Step Guide at the LA County Planning website. *

A PDF copy of the Standard Notes and Details is available at the BSD Website*.

STEP 3: Return to BSD to get permit. See two options:

Upload the approved LA County Planning plans, T-24 Energy Calculations, completed Agency Referral Items from **STEP 2**, and Standard Notes & Details* in EPIC LA.

If re-applying at the District/Contract City Office, then please provide TWO HARD COPIES of the Standard Notes & Details* attached them to TWO HARD COPIES of the Approved LA County Planning plans.

Sign the OWNER's AGREEMENT FORM on the Standard Details & Notes*. BSD approved plan package will be stamped by the assigned plan checker for the project.

**See back of brochure for the website links.*

Service Locator:

<https://dpw.lacounty.gov/general/servicelocator/>

Useful Website Links

LA County Planning ADU Website:

<https://planning.lacounty.gov/adu>

LA County Planning EPIC LA Guide

<https://planning.lacounty.gov/view/epic-la>

ADU Step-by-Step Guide

https://planning.lacounty.gov/assets/upl/project/adu_step-by-step-guide.pdf

Los Angeles County Public Works - BSD

<https://dpw.lacounty.gov/building-and-safety/>

EPIC LA

https://epicla.lacounty.gov/energov_prod/SelfService/#/home

EPIC LA Help – Building and Safety

https://epicla.lacounty.gov/help/bsd_help.html

Los Angeles County BSD Publications

<https://dpw.lacounty.gov/bsd/content/publications.aspx>

Los Angeles County BSD ADU Guidelines (FAQ)

<https://dpw.lacounty.gov/bsd/lib/fp/Building/Residential/Accessory%20Dwelling%20Units/ADU%20Guidelines.pdf>

Los Angeles County BSD Minimum Submittal Requirements

<https://dpw.lacounty.gov/bsd/lib/fp/Building/Residential/Accessory%20Dwelling%20Units/Minimum%20Plan%20Submittal%20Guidelines%20for%20ADUs.pdf>

Los Angeles County Existing Single-Story Garage Conversion to Accessory Dwelling Unit & Junior Accessory Dwelling Unit Standard Notes & Details

<https://dpw.lacounty.gov/bsd/lib/fp/Building/Residential/Accessory%20Dwelling%20Units/Garage%20Conversion%20to%20ADU%20&%20JADU%20Standard%20Notes%20and%20Details.pdf>



BUILDING & SAFETY

HOMEOWNER'S GUIDE



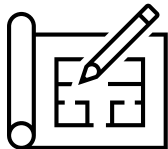
Garage Conversion to Accessory Dwelling Unit (ADU) & Junior Accessory Dwelling Unit (JADU)

Hello, Homeowner! 😊

LA COUNTY Planning and Public Works Building and Safety Division (BSD) have streamlined permitting for garage conversion to ADUs and JADUs by BSD Standard Notes and Details*. Projects may be eligible if meeting the following criteria:

- The new ADU is converted from an existing single garage/storage building & less than 1200 square feet.
- The new JADU is inside an existing single-family dwelling & less than 500 SQ. FT
- NO slope, landslide, OR earthquake liquefaction in the property. (Check w/ BSD)
- NO additional footprint area will be constructed when building the new ADU or JADU.
- NO complete demolition and re-building of the existing structure that will be converted.
- NO unpermitted construction within the building.
- NO oak trees, utility lines in the way of construction, or accessories 2 ½ ft. from the edge of the property.
- NO additional gravity loads on the roofs greater than 5% of the existing.
- NO basement conversions, or hillside construction.
- ADU or JADU will be in a single-story only.
- The Owner, or Owner's Agent, fully agrees to collaborate professionally with the County Building Inspector for a mandatory Pre-Construction Meeting prior to construction.

If all these criteria are met, then please follow the next **STEPS.**



*See back of brochure for the website links.

ARCHITECTURAL PLAN REQUIREMENTS

Site Plan Requirements: The following items shall be indicated on the plans:

DISCLAIMER: Please note that these are not all the permit requirements. Please see the Standard Notes & Details* and refer to Regional Planning Land Use Checklist:

https://planning.lacounty.gov/assets/upl/apps/updated/laduse_checklist.pdf

- Scope of Work
- Property Line/Easements to the new ADU/ JADU
- North Bearing and/or Directions
- Building Lot Dimensions
- Building Dimensions (Length, Width, and Height)
- Distance to Existing Structure(s) and Property Lines
- Front Vehicular Street Access Name
- Existing, or Unpermitted, or To Be Demolished, and/or Proposed Structures
- Utility Lines for Existing Connection Points, New Service Lines, or MEP equipment (i.e., Electrical control panel, HVAC, or water heater)
- Address of the Building and/or New Building
- Name and Address of the Owner
- Applicable Codes & Standards
- Drainage Slope(s)/Grading Volume Table
- Specify IF:
 - Within Very High Fire Hazard Zone (Check w/ BSD)
 - No or New Fire Sprinklers
 - FEMA Flood Zone (Check w/ BSD)

Floor Plan Requirements: Label all rooms, provide dimensions, & legends/symbols for: GFCIs/AFCIs; mechanical/electrical/plumbing equipment to be installed; fire rated walls, smoke detectors; carbon monoxide alarms; attic access; and existing (E) or new (N) windows & doors. All existing and new items shall be specified.

Elevation Requirements: Label heights (existing grade, floor, ceiling, building, roof), and specify roof/wall material and finishes, roof slope, existing (E) or new (N) windows & doors matching floor plan, and fire rated walls. All existing and new items shall be specified.

Roof Plan Requirements: Specify existing roof slope. If new, then specify type/manufacture for built-up roofs; type/manufacture and ICC/UL number for shingles/tile roofs, cool roof w/ CRRC rating; and covering with Class C or better. Also, indicate attic vents and locations, fire rated projections or eaves, and roof drainage or gutters.



STEP 4: Pay the invoice online OR in-person. Obtain permits either by downloading in [EPIC LA* website](#) or going at the public counter of your respective BSD Office. You might elect either a Combination Permit or fill each Mechanical/ Electrical/ Plumbing Permit (MEP) Application individually. Simply specify to the permitting technician.

Don't forget to schedule the mandatory PRE-CONSTRUCTION MEETING with County Building Inspector AFTER receiving your permit and BEFORE starting construction either through [EPIC LA](#), OR before leaving the BSD Office.

STEP 5: Attend PRE-CONSTRUCTION MEETING with the County Building Inspector. Show the County Building Inspector the existing conditions by exposing the existing perimeter foundation, walls, covered ceiling, etc. Plan for the upcoming construction. If you have questions, then please contact the County Building Inspector, or the BSD District/Contract City Office.

STEP 6: Construction. Collaborate with the County Building Inspector during inspections to complete your project. Once all inspection signoffs are complete and the ADU/JADU is consistent with the approved plans, then the CERTIFICATE OF OCCUPANCY will be mailed to you.



*See back of brochure for the website links.