



Los Angeles County Department of Public Works
Development Services
Building and Safety Division

EXPEDITED ADU CHECKLIST

APPLICANT CHECKLIST

PDF Checklist: https://dpw.lacounty.gov/bsd/lib/fp/Building/Residential/Accessory%20Dwelling%20Units/ADU%20Checklist.V4.2.pdf

ACCESSORY DWELLING UNIT - EXPEDITED PLANCHHECK SUBMITTAL CHECKLIST

APPLICANT INSTRUCTIONS

To qualify for an Expedited Planchek for your ADU, plans are to be prepared and the following 3 steps are to be completed. Submit online via Epic LA (Plans are to be uploaded as one combined PDF). Or submit at your County District Office:

- STEP #1 - Fill out this Checklist. (It is recommended for the person who prepared the plans to fill out this checklist.)
STEP #2 - Provide a complete ADU Building Plan Submittal Package. Indicate the Plan Sheet/Detail # where the respective Code Requirement is detailed/noted, as applicable (Indicate in the Right Column below).
STEP #3 - Submit a Permit Application online via Epic LA. Upload to the permit app., Checklist, and Plans (& Calculations, if applicable).

Submittals that do not show all the applicable Administrative and Code requirements below will not be eligible for an expedited review. Also, B&S can determine a project is not eligible for expedited review based on site conditions. The applicant acknowledges that approval from the Department of Regional Planning (Planning), and any other agencies indicated on the agency referral form provided at Submittal are required prior to permit issuance.

Numbers in the parenthesis () refer to FAQ items on the ADU Guidelines FAQ's (Q, EQ). Numbers in the parenthesis () refer to sections of the County of LA (County) Building Code, Residential Code (R), Table (T), Plumbing Code (PC), Mechanical Code (MC), Electrical Code (EC), and CA Building Energy Efficiency Standards (ES).

ADU TYPE + JOB DESCRIPTION

- Detached Garage Conversion to ADU with / without (Circle one) an Addition
Attached Garage Conversion to ADU with / without (Circle one) an Addition
Addition to Single Family Dwelling (SFD) to create an attached ADU
New Detached ADU with / without (Circle one) an attached Garage
Other:

JOB ADDRESS: CITY/LOCALITY:

SCOPE OF WORK:

ADU SQUARE FOOTAGE (SF): STORIES: 1 or 2 (Circle one) STRUCTURAL PLANS: Engineered Type V

APPLICANT ACKNOWLEDGMENT

The information provided on this checklist is accurate and it is acknowledged that an incomplete checklist/submittal package will be not eligible for an expedited review.

Relationship to Project: Designer Engineer/Architect Owner/Agent

SIGNATURE (Electronic Signature acceptable): NAME: DATE:

ADMINISTRATIVE (A)

Table with 4 columns: Question, A1, A2, A3, A4, A5, A6, A7, A8, A9. Includes questions about planning approval, fault zones, fire hazards, and address requirements.

BUILDING (B)

Table with 4 columns: Question, B1, B2, B3, B4, B5, B6, B7, B8, B9, B10. Includes questions about heating units, fire alarms, roof eaves, and escape windows.

BUILDING (B) – CONT'D				Indicate Sheet #
B11. For attic spaces in the ADU with a 30 in. min. headroom and are greater than 30 SF, do the plans show the location of a 22 in. x 30 in. attic access with 30 in. min. headroom in the ADU? (R807.1)	B11. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
B12. For ADU's with attic spaces, are attic vent type, locations, & calculations shown on the roof plan? (R806)	B12. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
B13. In the (N) bathroom(s) containing a bathtub/shower, do the floor plans show mechanical ventilation for humidity control (50-CFM intermittent)? (R303.3)	B13. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	

ADDITION / ALTERATION / NEW ADUs (ADD) – This section applies to Additions to create an ADU or a (N) Detached ADU. Also, for Alterations to an ADU Garage Conversion, the applicable items are required where (N) Footings, Framing, and/or Shear Walls are proposed.				<input type="checkbox"/> N/A Skip to next Section - ADU GARAGE CONVERSION (AGC)	Indicate Sheet # Below (as applicable)
ADD1. For a (N) Slab-on-Grade Foundation, have details been provided to show the following? (RCM 401.1.A.1)	ADD1. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
a. Continuous 12 in. wide footings under exterior walls and interior bearing walls extending below grade 24 in. and 18 in., respectively, and below foundation wall crawl hole. 2 - #4 bars, top & bottom req'd.					
b. Floor slab 4 in. thick over 2 layers of a 2 in. fill of sand and a moisture barrier membrane (6 mils.) sandwiched between the 2 layers of fill and reinforced with #4 bars at 16 in. O.C. each way.					
c. Provide #4 dowels at 16 in. O.C. bent 2 ft. into slab and 1 ft. into footing. Dowels may be omitted when slab is a "monopour" or an independent "floating slab."					
ADD2. For a (N) raised floor foundation, have the following been provided on the foundation/elevations? (R408)	ADD2. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
a. Show min. 18 in. underfloor clearance from grade to bottom of floor joists and min. 12 in. clearance to the bottom of girders.	a. <input type="checkbox"/> YES	<input type="checkbox"/> NO			
b. Show location of underfloor access crawl hole and verify that it is not under a shear wall. Show Underfloor vents within 3 ft. of each corner of the building.	b. <input type="checkbox"/> YES	<input type="checkbox"/> NO			
c. Show under-floor vent sizes, locations, and calculations.	c. <input type="checkbox"/> YES	<input type="checkbox"/> NO			
ADD3. Are the (N) wood sill plates located at a min. 8 in. above adjacent grade and noted as pressure treated?	ADD3. <input type="checkbox"/> YES	<input type="checkbox"/> NO			
ADD4. For Additions or Detached ADUs, if complying with <u>Type V</u> provisions, have <u>Brace Wall (BW)</u> Panels been provided at end of all BW lines?	ADD4. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
ADD5. For Additions or Detached ADUs, if complying with <u>Type V</u> provisions, do the specified Roof Rafters and Ceiling Joists (CJ) sizes and spacing comply with the <u>Span Tables</u> ? (R802.4-5)	ADD5. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
a. For an ADU Garage Conversion, is the (E) CJ size and spacing adequate or will it be upgraded to <u>support (N) drywall</u> or other ceiling finish? (Q8)	a. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
ADD6. If engineering is provided for (N) asphalt/wood shingle roofs, has a 6 psf Dead Load been accounted for in the structural calcs for the roof material weight per <u>BCM 1510.2A1</u> ? (BCM 1510.2A.1)	ADD6. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
ADD7. If the ADU (or ADU Garage Conversion) is attached to another garage, have 1/2 or 5/8 Gypsum Board details been provided for the common wall/floor between the ADU and garage? (R302.6)	ADD7. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
ADD8. If the ADU (or ADU Garage Conversion) is attached to the SFD, have all the following been provided for the common wall/floor between the ADU and the SFD? (R302.3)	ADD8. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
a. Detail for a 1 hr. fire partition and/or floor-ceiling Assembly? See the Gypsum Manual <u>GA-600-2018</u> .	a. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
b. Detail for Sound Rating (min. STC50)? Note: A STC50 sound rating typically requires resilient channel to be installed. See the <u>Gypsum Manual</u> and this <u>detail</u> (for reference only). (1207)	b. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		

ADU GARAGE CONVERSION (AGC) – In addition to the applicable items in Section ADD (above), these items also apply to a conversion of (E) Garage, Storage Building, etc. to an ADU.				<input type="checkbox"/> N/A	Indicate Sheet# (as applicable)
AGC1. Has a <u>County Approved Vapor Barrier product</u> been specified on the foundation plan? (Q3)	AGC1. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A		
AGC2. Do the foundation plans show the (E) garage door opening to be infilled and a <u>(N) continuous footing</u> to be installed at the location of the garage door opening? OR (see below) (Q2)	AGC2. <input type="checkbox"/> YES	<input type="checkbox"/> NO			
a. Has it been verified by the Design Professional that there is an (E) continuous footing at the location of the garage door?	a. <input type="checkbox"/> YES	<input type="checkbox"/> NO			
AGC3. Is it noted on the front sheet of the plans that "The Owner acknowledges possible upgrades are required if there is substantial damage to the Garage Structure/Foundation".	AGC3. <input type="checkbox"/> YES	<input type="checkbox"/> NO			

TITLE 24 ENERGY (T24)				Indicate Sheet #
T24.1. Does the Title Plan Sheet show that the interior area of the ADU matches the conditioned area noted on the CF1R sheet ?	T24.1. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
T24.2. Does the Window Schedule note the (N) windows' U-Factor and SHGC required by the CF1R?	T24.2. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
T24.3. Is the required insulation per the CF1R sheet or <u>H002 Form</u> (if applicable) called out on cross-sections?	T24.3. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
T24.4. For Newly constructed Detached ADU's and all other ADU's >1000SF, are these requirements shown on the floor plans?	T24.4. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	-----
a. Whole House Fan.	a. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
b. Whole Building Ventilation and the Continuous Fan Rate per the prescriptive calculation. (ES150.0(o))	b. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
T24.5. For (N) Detached ADU's only:	T24.5. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	-----
a. Do the roof plans show the solar ready zone and where future conduit may be installed? Reference <u>T24 Manual Chap 7</u> Note: Installation of Solar Panels/Conduit is <u>not</u> required.	a. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
b. If there is a garage dedicated to the Detached ADU, is the EV Charging Ready Infrastructure shown on the garage floor plan? (i.e. Conduit installation, dedicated future breaker, etc.)	b. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
T24.6. If (N) light fixtures are provided in bathrooms and utility rooms, do the plans show that one (N) light in each applicable room with a vacancy sensor? Does it show all (N) lighting as high efficacy? (ES150.0(k))	T24.6. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
T24.7. Does the CF1R require a radiant barrier and if yes, is it called out on the cross sections?	T24.7. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
T24.8. Is a County compliant CRRC-Rated Product # and Name shown on the Roof Plan and/or Elevations?	T24.8. <input type="checkbox"/> YES	<input type="checkbox"/> NO		

GRADING + DRAINAGE (GD)				Indicate Sheet#
GD1. Does the site plan show drainage arrows that call out the property draining to the street and away from neighboring properties?	GD1. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
GD2. Have all the following been shown on the site/drainage plan?: Downspouts, positive drainage away from foundations (2 / 5% on hard / soft surfaces), (E) and (N) landscape and concrete areas, and sufficient info. to define drainage patterns for the property.	GD2. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
GD3. Is the project proposing <u>no</u> grading work or less than 50 Cubic Yards (CY) of grading? If more than 50 CY of grading proposed, provide the CY in the right column, provide a grading plan, and submit for Grading Plan Check.	GD3. <input type="checkbox"/> YES	<input type="checkbox"/> NO		*Cut: _____(CY) *Fill: _____(CY) *Over-Ex & Compact: _____(CY)
GD4. Is the project altering less than 50% of the (E) impervious surface on the property? Provide a Table (see <u>this example</u>) on the plans to demonstrate the altered impervious area.	GD4. <input type="checkbox"/> YES	<input type="checkbox"/> NO		
a. If altering more than 50% of the (E) impervious surface, have <u>LID Requirements</u> been provided on the site/drainage plan?	a. <input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A	
GD5. Have these <u>Drainage Notes</u> been blueprinted on the site plan? (Only provide the notes applicable to your project.)	GD5. <input type="checkbox"/> YES	<input type="checkbox"/> NO		