

Building and Safety Division

ACCESSORY DWELLING UNIT - EXPEDITED PLANCHECK SUBMITTAL CHECKLIST

APPLICANT INSTRUCTIONS				
To qualify for an Expedited Plancheck for your ADU, plans are to be prepared and the following 3 steps Submit online via Epic LA (Plans are to be uploaded as one combined PDF). Or submit at your County District Off		npleted.		
 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,	·			
Submittals that do not show all the applicable Administrative and Code requirements below will <u>not</u> be eligible for project is not eligible for expedited review based on site conditions. The applicant acknowledges that approval from and any other agencies indicated on the agency referral form provided at Submittal are required prior to permit issue	the Departmen	eview. Also it of Regior	o, B&S ca nal Planni	n determine a ng (Planning),
Numbers in the parenthesis () refer to FAQ items on the <u>ADU Guidelines FAQ's</u> (Q, EQ). Numbers in the parenthesis () refer t Residential Code (R), Table (T), Plumbing Code (PC), Mechanical Code (MC), Electrical Code (EC), and CA Building Energy Efficient			A (County)	Building Code,
ADU TYPE + JOB DESCRIPTION				
□ Detached Garage Conversion to ADU with / without (<i>Circle one</i>) an Addition of Circle an attached ADU create an attached ADU	Cl Other:			
□ Attached Garage Conversion to ADU with / without (<i>Circle one</i>) an Addition an attached Garage				-
	CITY/LOCALI	ITY:		
SCOPE OF WORK:				
ADU SQUARE FOOTAGE (SF):STORIES: 1 or 2 (<i>Circle one)</i> STRUCTURAL I	PLANS: 🗆 E	ingineer	ed 🗖	ype V
APPLICANT ACKNOWLEDGMENT				
The information provided on this checklist is accurate and it is acknowledged that an incomplete checklist				
expedited review. SIGNATURE (Electronic Signature acceptable):	-			er/Agent
				Indicate Sheet#
ADMINSITRATIVE (A) A1. Have you submitted to Planning? If approval has been obtained, please indicate the Approval Date and	A1. □YES	□NO		(as applicable)
Approval # on right column. A2. Are all portions of the existing (E) structures on the lot permitted? Note: If No, then this project may not be eligible	A2. □YES			
for an expedited plan check. (106.3) A3. Is the maximum slope on the lot less than or equal to 3:1?	A3. DYES			
A4. Is your project located outside of a Fault Zone? Note: To determine if within a Fault Zone, go to the	A3. □TES A4. □YES			
LAC-GIS Viewer (use Internet Explorer) and activate the "Alquist-Priolo Fault Zones" layer. A5. Have the following forms been blueprinted and signed (as applicable) on the plans?:	A5.	2.10		
a. <u>Residential Plan</u> and <u>Green Building Standards</u> - General Notes	a.⊡YES	□NO		
b. Best Management Practice for Construction Activity (<u>Attachment A</u>) requirements.	b.□YES	□NO		
 c. CF1R Title 24 Plan Sheets OR (see below) d. Prescriptive <u>Title 24 Form H002</u> (only applicable to additions <300 SF of conditioned area and that meet the conditions 	c.⊡YES			
noted on the form)	d.□YES			
A6. Is the SFD <u>non</u> -sprinklered? Does the Title plan sheet indicate as such for both the SFD & ADU? Note: Fire Sprinklers are required for the ADU <u>if</u> the SFD is sprinklered. See <u>ADU Guidelines - Fire Dept. Reg'ds.</u>	A6. □YES	□NO		
A7. Does the Site Plan show the distance from the front driveway at the Property Line (PL) to the back corner of the ADU is a max. of 150 ft.? And the Total SF of the ADU + all Attached Structures < 3600 SF?	A7. □YES	□NO		
A8. Does the Site Plan call out if the project is outside of a Fire Hazard Severity Zone ? (R337)	A8. □YES	□NO		
A9. Will a new/separate address be requested for the ADU? Note: A New (N) address is only required if the ADU has a separate driveway from the main SFD or if the ADU will have a separate electric meter. See item # B2 below. (Q5)	A9. □YES	□NO		
BUILDING (B)				Indicate Sheet #
B1. Are the locations of the separate heating unit (i.e. Forced Air Unit, etc.) and the Water Heater serving the ADU shown on floor plan?	B1. □YES	□ NO	□N/A	
B2. Does the site plan show separate (N) electric/gas/water meters for the ADU? <i>OR</i> (see below)	B2. □YES			
a. Will the ADU be connected to SFD's meters?	a.⊡YES	□ NO		
B3. Do the floor plans show interconnected hard-wired "SMOKE ALARM" with battery backup in all bedrooms, immediately outside of all bedrooms, and > 3 ft. from the bathroom? (R314)	B3. □YES	□ NO		
B4. Do the floor plans show an interconnected hard-wired carbon monoxide alarm with battery backup outside of all bedrooms? (R315.2+7)	B4. □YES			
B5. If the roof of the SFD / garage will be re-roofed, is it noted on the Job Description? And do the Site Plan and Elevations show a compliant roofing type (i.e. ICC#, CRRC#)? Also, see item # T24.8 on next page.	B5. □YES		□N/A	
B6. In each new/altered bedroom(s), do the floor plans and window schedule show that one openable escape window has been provided with a min. 5.0 SF (5.7 SF for 2 nd floor windows), 24 in. clear height, 20 in. clear width, and max. 44 in. sill height? (R310.2)	B6. □YES	□ NO		
B7. Are there no openings (including eave vents) on the ADU exterior walls less than 3 ft. to the PL? (T-R302.1)	B7. □YES			
B8. For ADU and other altered Roof Eaves within 5 ft. of the PL, do these roof eaves comply with <u>one</u> of the following below? Also, has it been confirmed there are <u>no</u> vents under these roof eaves within 5 ft. to the PL?	B8. □YES			
a. A plan detail showing continuous blocking between roof sheathing and top plates?b. A detail for 1 hr. fire rating (i.e. stucco on the underside of the roof eave)?	a.□ YES b.□ YES		□N/A □N/A	
B9. Are level landing(s) shown at the ADU's exterior door(s) that are a min. of 36 in. in the direction of travel?	B9. □ YES			
B10. If the egress door swing inwards, do the Floor Plans show a detail/note that the interior landing is a max. 1.5 in. below the top of the threshold? And that the ADU's exterior landing(s) are a max. 7.75 in. below the top of the threshold?	B10.□YES		□N/A	

BUILDING (B) – CONT'D					Indicate Sheet #
B11. For attic spaces in the ADU with a 30 in. min. h location of a 22 in. x 30 in. attic access with 30	eadroom and are greater than 30 SF, do the plans show the in. min. headroom in the ADU? (R807.1)	B11. □YES	□NO	□N/A	
B12. For ADU's with attic spaces, are attic vent type,	locations, & calculations shown on the roof plan? (R806)	B12. □YES	□NO	□N/A	
B13. In the (N) bathroom(s) containing a bathtub/s humidity control (50-CFM intermittent)?	hower, do the floor plans show mechanical ventilation for (R303.3)	B13. □YES	□NO	□N/A	
ADDITION / ALTERATION / NEW ADUS	ADD) – This section applies to Additions to create an ADU or	a (NI) Detached			Indicate Sheet #
	ersion, the applicable items are required where (N) Footings, I			ext Section - GARAGE	<u>Below</u> (as applicable)
ADD1. For a (N) Slab-on-Grade Foundation, have de	tails been provided to show the following? (RCM 401.1 A.1)	ADD1. UYES	□NO	□N/A	
in. and 18 in., respectively, and below foundation	or walls and interior bearing walls extending below grade 24 tion wall crawl hole. 2 - #4 bars, top & bottom req'd.				
sandwiched between the 2 layers of fill and re	,				
c. Provide #4 dowels at 16 in. O.C. bent 2 ft. into is a "monopour" or an independent "floating sl	slab and 1 ft. into footing. Dowels may be omitted when slab ab."				
ADD2. For a (N) raised floor foundation, have the foll	owing been provided on the foundation/elevations? (R408)	ADD2. UYES	□NO	□N/A	
a. Show min. 18 in. underfloor clearance from g bottom of girders.	rade to bottom of floor joists and min. 12 in. clearance to the	a.⊟YES	□NO		
 Show location of underfloor access crawl hole vents within 3 ft. of each corner of the building 	and verify that it is not under a shear wall. Show Underfloor J.	b. 🗆 YES	□NO		
c. Show under-floor vent sizes, locations, and ca	alculations.	c. 🗆 YES			
ADD3. Are the (N) wood sill plates located at a min.	3 in. above adjacent grade and noted as pressure treated?	ADD3. YES	□NO		
provided at end of all BW lines?	with <u>Type V</u> provisions, have <u>Brace Wall (BW)</u> Panels been	ADD4. TYES	□NO	□N/A	
ADD5. For Additions or Detached ADUs, if complyin Ceiling Joists (CJ) sizes and spacing comply	<i>g with <u>Type V</u> provisions,</i> do the specified Roof Rafters and with the <u>Span Tables</u> ? (R802.4-5)	ADD5. TYES	□NO	□N/A	
a. For an ADU Garage Conversion, is the (E) C. (N) drywall or other ceiling finish?	I size and spacing adequate or will it be upgraded to <u>support</u> (Q8)	a. 🗆 YES	□NO	□N/A	
ADD6. If engineering is provided for (N) asphalt/wood the structural calcs for the roof material weigh	d shingle roofs, has a 6 psf Dead Load been accounted for in t per <u>BCM 1510.2A1</u> ? (BCM 1510.2A.1)	ADD6. YES	□NO	□N/A	
ADD7. If the ADU (or ADU Garage Conversion) is a details been provided for the common wall/flo	attached to another garage, have 1/2 or 5/8 Gypsum Board or between the ADU and garage? (R302.6)	ADD7. YES	□NO	□N/A	
the common wall/floor between the ADU and		ADD8. TYES	□NO	□N/A	
a. Detail for a 1 hr. fire partition and/or floor-ceili	ng Assembly? See the Gypsum Manual <u>GA-600-2018</u> .	a.⊡YES	□NO	□N/A	
 Detail for Sound Rating (min. STC50)? Note: A See the <u>Gypsum Manual</u> and this <u>detail</u> (for reference 	STC50 sound rating typically requires resilient channel to be installed. ee only). (1207)	b. 🗆 YES	□NO	□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.			N/A	Indicate Sheet# (as applicable)
AGC1. Has a County Approved Vapor Barrier product been specified on the foundation plan? (Q3)	AGC1. TYES	□NO	□N/A	
AGC2. Do the foundation plans show the (E) garage door opening to be infilled and a (N) continuous footing to be installed at the location of the garage door opening? OR (see below) (Q2)	AGC2. TYES	□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.□YES	□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. YES	□NO		

TITLE 24 ENERGY (T24)

TITLE 24 ENERGY (T24)				
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. □YES	□NO	□N/A	
T24.2. Does the Window Schedule note the (N) windows' U-Factor and SHGC required by the CF1R?	T24.2. □YES	□NO		
T24.3. Is the required insulation per the CF1R sheet or H002 Form (if applicable) called out on cross-sections?	T24.3. □YES	□NO	□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. □YES	□NO	□N/A	
a. Whole House Fan.	a. □YES	□NO	□N/A	
b. Whole Building Ventilation and the Continuous Fan Rate per the prescriptive calculation. (ES150.0(o))	b. 🗆 YES	□NO	□N/A	
T24.5. For (N) Detached ADU's only:	T24.5. □YES	□NO	□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. □YES	□NO	Ν	Y
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. 🗆 YES	□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. □YES	□NO		
T24.7. Does the CF1R require a radiant barrier and if yes, is it called out on the cross sections?	T24.7. □YES	□NO		
T24.8. Is a County compliant CRRC-Rated Product # and Name shown on the Roof Plan and/or Elevations?	T24.8. □YES	□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. □YES	□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. □YES	□NO		
GD3. Is the project proposing no grading work or less than 50 Cubic Yards (CY) of grading?	GD3. 🗆 YES	□NO		*Cut:(CY)
If more than 50 CY of grading proposed, provide the CY in the right column, provide a grading plan, and				•Fill:(CY)
submit for Grading Plan Check.				*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. □YES	□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. □YES	□NO	□N/A	
GD5. Have these <u>Drainage Notes</u> been blueprinted on the site plan? (Only provide the notes applicable to your project.)	GD5. 🗆 YES	□NO		