



# ACCESSORY DWELLING UNIT (ADU) CONVERSION

## REQUIRED INFORMATION

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### PROVIDE TWO (2) SETS OF PLANS TO BUILDING & SAFETY DIVISION, INCLUDING:

- SITE PLAN, FLOOR PLAN, & ELEVATIONS.
- OWNER'S AND APPLICANT'S NAME, PROJECT ADDRESS, NORTH ARROW, AND SCALE.
- LOCATION OF ALL EXISTING STRUCTURES.
- LOCATION OF ALL UTILITIES (I.E. GAS METERS, ELECTRIC METERS, WATER METERS, SEWER CONNECTION, WATER HEATER AND SOFTENERS.)
- DETAILS INDICATING ALL WINDOWS, DOORS, ROOFING, AND FINISH MATCH IN DESIGN, COLOR & MATERIALS.
- STRUCTURAL CALCULATIONS.
- CALIFORNIA TITLE 24 ENERGY CALCULATIONS.

## DEPARTMENT FEES

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- PLAN CHECK FEE (FEE BASED ON THE PROJECT SIZE & VALUATION).
- BUILDING PERMITS FEE (BASED ON THE PROJECT SIZE & VALUATION).

## PROCESS

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**STEP 1:** BUILDING & SAFETY PLAN CHECK FIRST SUBMITTAL.

**STEP 2:** IF CORRECTIONS ARE PRESENT, RE-SUBMITTAL REVIEW IS NECESSARY.

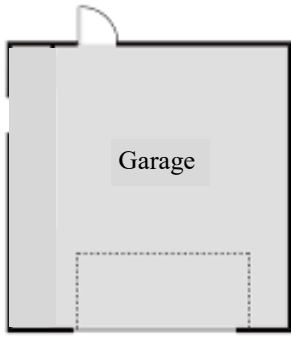
**STEP 3:** FINAL APPROVAL & BUILDING PERMIT ISSUANCE. (CONTACT THE BUILDING & SAFETY DIVISION FOR INQUIRIES REGARDING PERMIT APPLICATION DETAILS).



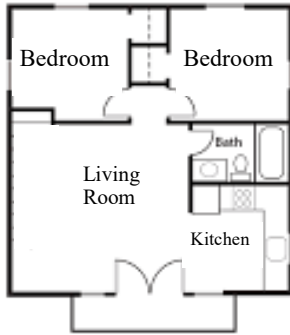


## SAMPLE SITE & FLOOR PLAN

EXISTING FLOOR PLAN



PROPOSED FLOOR PLAN



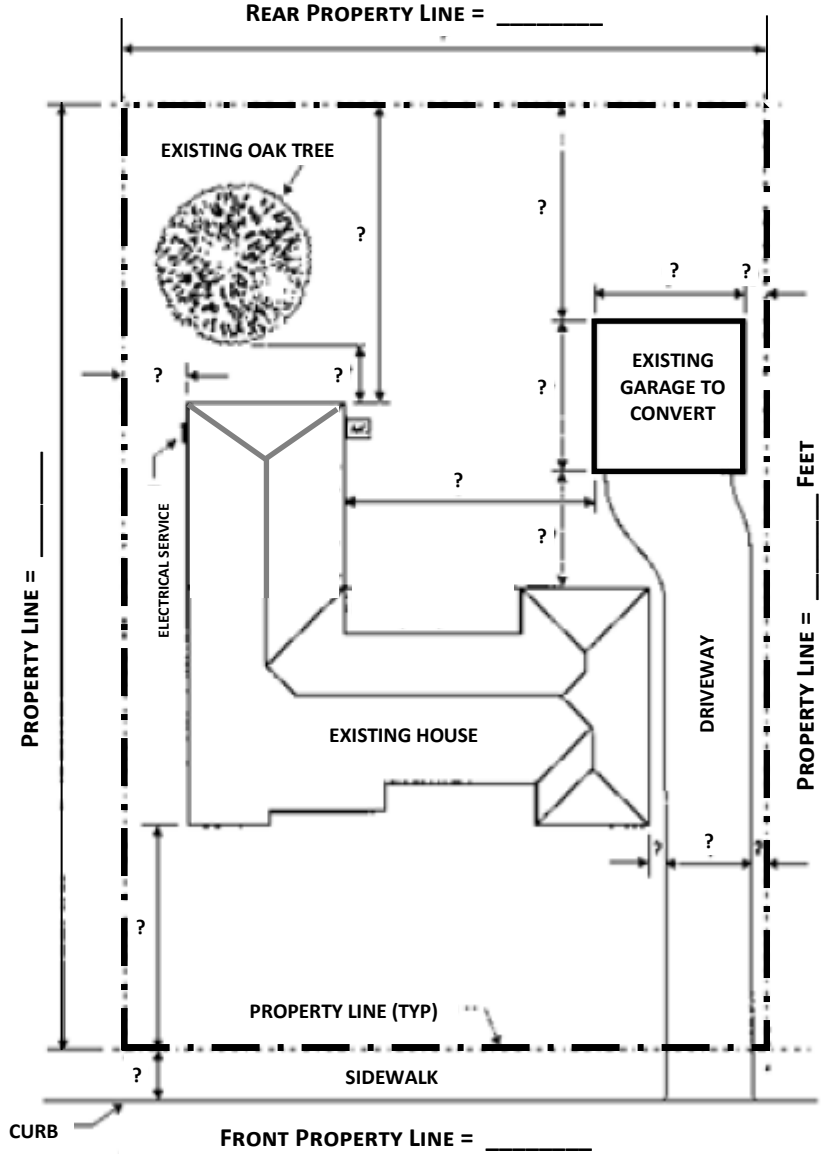
## SAMPLE ELEVATIONS



FRONT ELEVATION



REAR ELEVATION



PROPERTY LINE = FEET

DIRECTION

SCALE: 1/8"=1'-0"



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## PLAN DETAILS

All submitted plans shall be legibly scaled and produced on 24" x 36" sheets of paper. The plans shall include the following:

- **Site Plan:** The site plan shall show a north arrow to indicate parcel orientation, lot dimensions with labels for all property lines, lot size (in square feet), siting and location of the primary residence and the proposed ADU, and all other existing improvements, including driveways and parking areas. The plans shall delineate all projecting elements, and show distances to the property lines or adjacent structures. Show the location of the existing water heater (with water capacity), electrical panel (amps), and gas meter for the existing SFD.
- **Floor Plan:** Show the proposed floor plan that includes the existing walls to remain, demolished walls, and new walls.
- **Wall Legend:** Existing walls with structural upgrades affecting the foundation or the lateral support (shear) are considered new walls. Existing walls with the drywall removed are considered part of the area of the renovation.
- **Elevations:** Elevations of all sides, or of sides where changes are proposed.
  - \* Exterior design of the converted ADU. Exterior design includes architectural style and exterior features, such as trim, windows, and roof.
  - \* All doors and windows must match floor plan layout.
- **Window and Door Schedule, and Construction Section(s):** These details must be identified on the plans.
- **Smoke and Carbon Monoxide Alarms** are required and shall be notated on the plan.
- **Mechanical, Plumbing and Electrical Details (MPE):** May be included on the floor plan or a separate utility plan sheet for review. MPE plans must include:
  - \* Location and description of water and sanitary services for both the primary residence and ADU.
  - \* Locations of heating, cooling and ventilating equipment.
  - \* Mechanical equipment schedule identifying the equipment manufacturer's name, model number, capacity, etc.
  - \* Kitchen ventilation system (range hood) complying with the 2013 Title 24 and ASHRA 62.2 standards.
  - \* Bathroom ventilation complying with the 2013 Title 24 and ASHRA 62.2 standards.
  - \* Location of the plumbing fixtures including the water heater.
  - \* Electrical panel schedules and load schedules, if applicable.
  - \* The location of all receptacles, switches and lights, and use a legend to identify types.

## FIRE SPRINKLERS AND UTILITIES

Fire Sprinklers are not required, if also not required in the primary residence.

New or separate utility connections are not required for an internal or attached ADU.

## FEES

ADUs up to 750 sq. ft. are exempt from impact fees.

For ADUs 750 sq. ft. or larger, fees must be charged proportionately to the sq. ft. of the primary dwelling unit.

The property owner must pay:

- **School Fees:** The Development Fees are levied by the Montebello Unified School District (MUSD), Downey Unified School District (DUSD) and Los Angeles Unified School District. Contact the school districts to confirm applicable fees.
- **Sanitation Fees:** Contact Los Angeles County Sanitation District office to confirm applicable fees.

## TAX ASSESSOR

It should be noted that any added "living area" will be reported to the Los Angeles County Assessor and the property tax will increase accordingly.



## SUMMARY OF STANDARDS

The ADU conversion must comply with the California State standards below:

<b>Minimum Lot Size</b>	There is no minimum lot size as long as a legal structure exists on site.
<b>ADU Size</b>	The maximum square footage for an attached or detached ADU shall be 850 square feet for an ADU that is a studio or one bedroom and 1,000 square feet for an ADU with two bedrooms or more. <ul style="list-style-type: none"> <li>The minimum size of an ADU is 150 sq. ft.</li> </ul>
<b>Junior ADU</b>	<ul style="list-style-type: none"> <li>Must be no more than 500 sq. ft.</li> <li>Owner must occupy the junior ADU or the remaining portion of the structure.</li> <li>Must be contained entirely within an existing or proposed single-family residence.</li> <li>Exterior access required.</li> <li>Can share a bathroom with the primary residence.</li> <li>Must have a cooking facility.</li> </ul>
<b>Single Family</b>	Only one accessory dwelling unit and/or one junior accessory dwelling unit on a lot with a proposed or existing single-family dwelling on it, where the accessory dwelling or junior accessory dwelling unit: <ul style="list-style-type: none"> <li>Is either: within the space of a proposed single-family dwelling; within the existing space of an existing single-family dwelling; or within the existing space of an accessory dwelling.</li> <li>Has exterior access that is independent of that for the single-family dwelling.</li> </ul> Lots with multiple detached single-family dwellings are not eligible to have a junior accessory dwelling unit.
<b>Multi-family</b>	Attached within existing or proposed multifamily home: <ul style="list-style-type: none"> <li>Only one converted accessory dwelling unit is allowed within an existing multifamily dwelling and additional accessory dwelling units up to 25 percent of the existing multifamily structures. Additional ADUs shall be within the portions of the existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages.</li> </ul>
<b>Minimum Area Requirements</b>	<ul style="list-style-type: none"> <li><b>Living / bedroom area:</b> 70 sq. ft.</li> <li><b>Bathroom</b> (must include toilet, lavatory and bathtub or shower): 30 sq. ft.</li> <li><b>Kitchen / hallways</b> (kitchen area with provisions for cooking): 50 sq. ft.</li> </ul>
<b>Yard Setbacks</b>	No zoning setback required for ADUs created entirely within an existing primary residence or accessory structure. Fire rating or fire separation may apply under Residential Building Code. Building and Safety has final approval on all building code requirements for setbacks.
<b>Maximum Height</b>	Existing space conversions will maintain existing height.
<b>Maximum Lot Coverage</b>	Existing space conversions will maintain existing lot coverage.
<b>Minimum Building Separation</b>	No minimum building separation required for ADUs created entirely within an existing primary residence or accessory structure. Fire rating or fire separation walls may apply under Residential Building Code Requirements.
<b>Color and Materials</b>	<ul style="list-style-type: none"> <li>The exterior of an accessory dwelling unit must match the existing primary or accessory structures on the lot in material, texture, paint color, trim, and window and door details.</li> <li>The roof of the accessory dwelling unit must match the roof of the existing primary dwelling unit or accessory structure in style, material and color.</li> </ul>
<b>Parking</b>	New or replacement onsite parking is not required for an ADU.