

Appendix IV – Step-by-Step Guide for Accessory Dwelling Units (ADUs) in the County of Los Angeles Unincorporated Areas

GETTING STARTED

IMPORTANT NOTE: The following guidelines apply to properties within unincorporated Los Angeles County only. If your property is within a City, please reach out to that City directly.

1. **Is your property in the Unincorporated Area?**
Visit [Z-NET](#) and type in your address or Assessor's Parcel Number.
2. **Know the rules:** Find out whether an ADU is allowed on your property, and what standards apply. A summary of the requirements can be found on the Department of Regional Planning's ADU webpage: <https://planning.lacounty.gov/adu>

DESIGN/PLANNING APPROVAL

3. **Reach out:** If your property is within an unincorporated community, reach out to Regional Planning to make sure you understand the ADU requirements for your property (optional but recommended).
 - Visit your local office: <https://planning.lacounty.gov/locations>
 - Email us at info@planning.lacounty.gov
 - Call us at 213-974-6411
 - Sign up for a virtual appointment: <https://planning.lacounty.gov/online>
4. **Prepare Submittals:** A full set of architectural plans (site plan, floor plans, and elevations) are required for Regional Planning submittal. You may benefit from the assistance of a designer or architect.
5. **Apply:** Submit a "Regional Planning – Base Application" through [EPIC-LA](#). Upload a complete Land Use Application, architectural plans, and photos of your property. Application materials are listed under "Accessory Dwelling Unit (ADU)" on our [Applications & Forms](#) webpage. See our [online application instructions](#) for additional information.
6. **Review:** After we determine that your application is complete, we will ask you to pay the application fee. After you pay, we will review your plans and your ADU will be approved or denied within 60 days. We will contact you if we need corrections to your plans and will provide a deadline to resubmit. Send us the corrections before the deadline to avoid having your ADU denied. Delays on the 60-day deadline can be requested by the applicant.
Fees and timeline:
 - Ministerial Site Plan Review: \$1,025-\$1,252 (fees to change in March 2024)
 - Timeline: 60 days from payment
 - Expiration: 2 years + 1-year one-time extension if requested by applicant
7. **Approval:** After we determine that your ADU meets the requirements, we will approve your plans and upload them to EPIC-LA. We will email you a link to download a copy of the plans so you can apply for a building permit. You must apply for a building permit within two years of Regional Planning approval. Note: For Junior ADU's a recorded covenant is required before plans can be approved.

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FINANCING

ADU Financing & Technical Assistance Available to Homeowners in Unincorporated County

Program	Description
CalHFA ADU Grant Program	<ul style="list-style-type: none"> • Provides a grant of up to \$40,000 to reimburse non-reoccurring pre-development costs associated with the construction of an ADU. Pre-development costs include site prep, architectural designs, permits, soil tests, impact fees, property survey, and energy reports. • Homeowner must be low- or moderate-income based on CalHFA's income limits (Household income up to \$158,000 in LA County, homeowner occupied). • Homeowner may rent to tenant of choice. • Contact: https://www.calhfa.ca.gov/adu/
Neighborhood Housing Services of LA County	<ul style="list-style-type: none"> • Offers low-income homeowners at or below 80% AMI up to \$98,500 as a 30-year deferred loan, made payable at the end of the term. The homeowner is required to repay prior to 30 years if they sell, refinance with cash-out, transfer title, or rent the property. • NHS also offers payment loans from 1-5% simple interest to households above 80% AMI. • Homeowner may rent to tenant of choice. • Contact: https://nhslacounty.org/programs-and-services/affordable-lending/
United Dwelling	<ul style="list-style-type: none"> • Offers homeowners a one-stop shop with development technical assistance, contracting services, flexible financing options, and property management services. • Units are prefabricated at an offsite location and can be fully constructed within a period of approximately 30-days. • Contact: https://www.uniteddwelling.com/

BUILDING AND SAFETY (BSD) PERMITTING

IMPORTANT NOTE: The following requirements apply only to Unincorporated Los Angeles County areas.

1. **Determine the Correct Jurisdiction:** Check which County Building or City jurisdiction will oversee plan check and permitting: <https://dpw.lacounty.gov/general/servicelocator/>.
2. **County Regional Planning:** For projects within LA County jurisdiction, it is highly recommended to obtain Department of Regional Planning approval first before applying for a building permit with Building and Safety (BSD).
3. **B&S Minimum submittal requirements:** Minimum submittal requirements are listed below:
 - Complete Architectural Plans (site plan, floor/roof plans, and elevations)
 - Structural Plans and/or Calculations (foundation plans, framing plans, section views, details, and structural calculations, *if required*)
 - Title 24 Energy sheets/calculations

Useful publications for submittal and guideline (FAQ's) are also listed in the following:

- [Minimum Plan Submittal Requirements for ADU](#)
- [ADU Guidelines \(FAQ's\)](#)

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4. Apply: Submit plans to BSD through two ways:

- Submit through [EPIC-LA](#). Upload architectural plans, structural plans and/or calculations, and Title 24 sheets/calculations in the application online. Instructions on uploading and downloading files: <https://epicla.lacounty.gov/help/doc/UsingAttachmentsBSDPermits.pdf>

BSD EPIC-LA HELP PAGE: https://epicla.lacounty.gov/help/bsd_help.html

- Submit TWO copies on a minimum 24-inch x 36-inch plans at the nearest BSD Office between 8:00 AM – 11:30 AM on their open business days. Provide architectural plans structural plans and/or calculations, and Title 24 Energy sheets/calculations to the plan check engineer at the [local BSD District office/Contact city counter](#).

For existing single story garage conversion to ADU, or JADU without any addition ONLY, or no increase in existing footprint or complete re-construction, please submit the approved Planning architectural plans, [Standard Notes and Details](#), Title 24 Energy sheets, and the required Agency Referral sheets either in [EPIC-LA](#), or at the BSD Office Public Counter for expedited processing. See [Los Angeles County Building and Safety \(lacounty.gov\)](#).

5. Plan Review & Approval - Once the submittals are deemed complete and accepted, plan check fees will be invoiced. The Applicant shall pay and notify the [local BSD office](#).

- For online submittals, an email notification will be sent to the Applicant for the invoice and Agency Referral sheet issuance (see sample below).
- For in-person submittals, the plan checker shall provide the Applicant with an Agency Referral sheet at the BSD Office.
- The Agency Referral sheet identifies the additional agency clearances required for permit issuance. Note that the Applicant is responsible for contacting each agency identified on the Agency Referral Sheet by the time BSD approves the submitted permit application package.
- BSD shall review, approve, OR issue plan check corrections once the plan check fees are paid and shall determine if the plans meet minimum *Building Code* requirements. Plan review time starts at the time the plan check fees are fully paid and BSD has been notified of the payment. For plan check status questions, please contact us [HERE](#) (see LOCATIONS).
- For each plan review cycle, BSD shall notify the applicant when plan review has been completed, OR ready for pick up.
- For each re-submittal cycle, the Applicant shall provide written answers to the issued corrections with the revised plans addressing these corrections until the submittals are approved. Otherwise, the re-submitted permit application package will not be accepted for re-check.

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Agency Referral Sheet Sample:

**COUNTY OF LOS ANGELES
DEPARTMENT OF PUBLIC WORKS
BUILDING AND SAFETY DIVISION
AGENCY REFERRAL**

RESPECTIVE COUNTY DISTRICT OFFICE

Telephone: Office Hours 9:00 a.m. – 4:30 p.m.
Plan Checker Hours 8:00 a.m. – 11:00 a.m. (Appointments are recommended)

Plan Check No. **BLDRXXXX** (Address) **123 MAIN ST. CITY, CA 9XXXX** (City)
Applicant's Signature: **OXXXXX** (Signature)
Lend Use Zone: _____ Proposed Occupancy: **R-X** Type of Construction: **XX**

Classification of proposed work: _____

NOTE: THE ISSUES YOU MAY ENCOUNTER WITH YOUR AGENCIES MAY VARY. IN ADDITION TO FOLLOWING PLAN CHECK APPROVAL, YOU MUST OBTAIN PERMITS FROM OTHER AGENCIES. THE AGENCIES YOU MUST CONTACT ARE LISTED ON THIS SHEET. YOU MUST OBTAIN PERMITS FROM ALL AGENCIES LISTED ON THIS SHEET. IF YOU ARE MISSING A PERMIT FROM ANY AGENCY, YOU WILL BE REQUIRED TO OBTAIN IT FROM THAT AGENCY BEFORE YOU CAN OBTAIN YOUR BUILDING PERMIT. IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS. IF YOU ARE MISSING A PERMIT FROM ANY AGENCY, YOU WILL BE REQUIRED TO OBTAIN IT FROM THAT AGENCY BEFORE YOU CAN OBTAIN YOUR BUILDING PERMIT. IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS. IF YOU ARE MISSING A PERMIT FROM ANY AGENCY, YOU WILL BE REQUIRED TO OBTAIN IT FROM THAT AGENCY BEFORE YOU CAN OBTAIN YOUR BUILDING PERMIT. IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS.

ADDITIONAL AGENCY CLEARANCES MAY BE REQUIRED IN YOUR BUILDING PLAN CHECK ENGINEER

COUNTY AGENCIES	
DEPARTMENT OF PUBLIC WORKS 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. BUILDING AND SAFETY DIVISION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. ELECTRICAL SECTION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. MECHANICAL SECTION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. PLUMBING SECTION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. PERMITS SECTION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m.	ENVIRONMENTAL PROGRAMS DIVISION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. INDUSTRIAL WASTE / UNDERGROUND TANKS / EROSION CONTROL 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. MPC/RESUR Approval 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. SLUMP AREA / SLOPE / EROSION CONTROL 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. SOIL WATER MANAGEMENT 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. COMMUNITY DEVELOPMENT AND PLANNING 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. RECREATION AND CULTURAL AFFAIRS DIVISION / DIRECTOR OF CULTURAL AFFAIRS 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. REGIONAL PLANNING DIVISION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. LAND DEVELOPMENT DIVISION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. SUBDIVISION PLAN CHECK SECTION 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. LANDSCAPE / Residential or Non-Residential Landscaping Unit 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. HIGHWAY EDUCATION / "Redneck" Signage 500 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m.

OTHER COUNTY DEPARTMENTS	STATE AGENCIES
DEPT OF PUBLIC HEALTH - Environmental Health Division 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. Private Sewerage Disposal System 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. Public Swimming Pool / Recreational Health 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. W-9000 Machine Installation / Inspection / Maintenance 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. FIRE PREVENTION DIVISION - Plan Check / Inspected / Approved 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. FIRE STATION DEVELOPER / ECE is required 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. "A" and "B" items must be identified and approved by the Fire Station Developer 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. FIRE SPRINKLER SYSTEMS 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. OT/ET APPROVALS (Slopes/Grades/Drains, Sanitation, Fire, and Recreational) 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. FLOOD MODIFICATION 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. COUNTY PUBLIC LIBRARY 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. PARKS AND RECREATION DEPARTMENT 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. COUNTY SANITATION DISTRICT 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m.	CALIFORNIA STATE DEPT OF INDUSTRIAL RELATIONS - CALIFORNIA DIVISION OF OCCUPATIONAL SAFETY & HEALTH 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. STATE DEPARTMENT OF CONSERVATION DIVISION OF OIL AND GAS 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. SCHOOL DISTRICTS 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (SQAQMD) 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. LOCAL WATER COMPANY 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m. OTHER 1900 S. Flower Ave., Ste. 4500, P.O. Box 191, Alhambra, CA 91803 (626) 262-3000 Mon-Fri 9:00 a.m. - 4:00 p.m.

"X" marked items are the required Agency approvals.

See [ADU Guidelines](#) list typical agencies required for ADUs.

- Agency Verification Sheet:** Once BSD approves the submittal package, an Agency Verification Sheet (see sample below) will be provided to the Applicant to verify completed Agency Referral items. Submit and upload each agency sheet into EPIC-LA separately, as noted on the project Agency Referral sheet, or provide them in-person at the local BSD Office. **Building permits will not be issued until ALL Agency Referral approvals are complete.**

Agency Verification Sheet Sample:

AGENCY VERIFICATION SHEET

PC #: **BLDRXXXX** ADDRESS: **123 MAIN ST. CITY, CA 9XXXX** DO#: **0X.00**

PLAN CHECK ENGINEER VERIFICATION			
REQ?	AGENCY or SECTION	INIT. WHEN VERIFIED	DATE
<input type="checkbox"/>	Fire Department		
<input type="checkbox"/>	Fire Prevention Eng.		
<input type="checkbox"/>	Fuel Modification Unit		
<input type="checkbox"/>	Water Availability (195/196)		
<input type="checkbox"/>	Health Dept.		
<input type="checkbox"/>	Land Development / Off Site Improvements		
<input checked="" type="checkbox"/>	Drainage		
<input checked="" type="checkbox"/>	Regional Planning	xxx/xx/2x	xxx xxxx PE
<input type="checkbox"/>	Landscaping		
<input type="checkbox"/>	Landscaping		
<input type="checkbox"/>	Rough Grading Approval		
<input type="checkbox"/>	EPD		
<input type="checkbox"/>	Electrical Section		
<input type="checkbox"/>	Plumbing Section		
<input type="checkbox"/>	Mechanical Section		
<input type="checkbox"/>	Assessor's 3rd Plan Set		

Applicant: **Mr. John Doe**
Phone: **555-555-5555**

PLAN CHECK ENGINEER VERIFICATION		
P. C. Engineer	P.C. SIGNATURE	DATE
Structural & Architectural plans approved consistent with Agency plans	xxx xxxx PE	xx/xx/2x
Agency plans reviewed and agreed consistent with the Structural & Architectural plans		

PERMIT TECHNICIAN VERIFICATION			
REQ?	AGENCY or SECTION	INIT. WHEN VERIFIED	DATE
<input checked="" type="checkbox"/>	School District Fees		
<input checked="" type="checkbox"/>	Sanitation District Fees		
<input checked="" type="checkbox"/>	Library Fees		
<input checked="" type="checkbox"/>	Cert. of Workers Comp.		
<input checked="" type="checkbox"/>	Recycle/Reuse		

FINAL REVIEW FOR PERMIT ISSUANCE BY OFFICE MANAGER, ASSISTANT OFFICE MANAGER, OR LEAD ENGINEER

SIGNATURE: _____ DATE: ____ / ____ / ____

P:\bldg\GENERAL\B&S\Plancheck\Agencies\AGENCY VERIFICATION SHEET 082510

"X" marked items are the required Agency approvals.

See [ADU Guidelines](#) list typical agencies required for ADUs.

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7. **Permit Issuance:** BSD shall either email a link for the Applicant to download a copy of the approved building plans and request payment for the building permits to be issued for online submittal OR issue the permit in-person at the local [BSD District/Contract City office](#). The Applicant must pay the fee and pull the building permit within 1 year of the application date. The 1-year limit may be extended by BSD upon the request by the Applicant.

For projects utilizing [BSD ADU/JADU Standard Notes and Details](#), **mandatory** Pre-Construction Meeting with the County Building Inspector shall be scheduled at the time of receiving their permits and prior to starting construction. Failure to do so shall lead to revocation of the issued building permits.

FAQs on the process: Visit the County Public Works BSD Website for comprehensive instructions and FAQ's: <https://dpw.lacounty.gov/building-and-safety/homeowner>

Plan Check Requirement Questions?

- Contact the respective district/contract city office to speak to a Plan Check Engineer
- For BSD [virtual appointments](#) (PW - Building & Safety)

CONSTRUCTION

Once the Applicant receives the building permit, it is recommended that the Applicant shall:

1. **Request Inspections:** For projects requiring mandatory pre-construction meetings, the owner, owner's agent, or contractor shall meet and coordinate with the County Building Inspector prior to starting construction. Construction may commence after pre-construction inspections, OR as directed by the local BSD Official. If there are questions, then please contact the County Building Inspector for the specific requirements. Also, contact us [HERE](#) (see LOCATIONS).
2. **Certificate of Occupancy:** Once all construction work is deemed consistent with the approved plans and minimum Building Code requirements, the assigned County Building inspector will finalize and sign-off on the project. Once ALL inspection sign offs are obtained, BSD shall provide a Certificate of Occupancy to the Applicant.

RENTING THE ADU

- Fair Housing resources (<https://www.lacda.org/fair-housing>).
- Short-term Rental Ordinance (in development) would not be allowed.
- Links to various laws/ordinances that apply such as Rent Stabilization Ordinance (RSO), Housing and Tenant Protections, (<https://dcba.lacounty.gov/rentstabilization-ordinance/>),

RSO would apply to new ADU units, though all would be partially covered (not rent restricted but subject to just cause and relocation provisions).

Under definitions: Section J. "Dwelling Unit" means a dwelling unit, as defined under California Civil Code section 1940 subsection (c), including joint living and work quarters, that is used or occupied in consideration of payment of rent, and applies to any dwelling space that is actually used for residential purposes, whether or not the residential use is legally permitted, including live-work spaces, mobile homes rented by the owner to a Tenant, and any accessory dwelling unit in the unincorporated areas of the County.

New ADUs are exempt from permitted rent increases:

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https://library.municode.com/ca/los_angeles_county/codes/code_of_ordinances?nodeId=TIT8COPRBUWARE_DIV3HO_CH8.52RESTTEPR_8.52.050PEREINCOREUN:

Under Exemptions: Section J.6 - "Accessory Dwelling Units. An accessory dwelling unit for which a certificate of occupancy or equivalent permit for residential occupancy was issued after February 1, 1995, is exempt, unless it was occupied on or before February 1, 1995, and a Tenant provides evidence indicating as such, regardless of the legal or permit status of the Dwelling Unit."

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Getting Started

1. **Is your property in an unincorporated area?**
Visit Z-NET and type in your address or Assessor's Parcel Number.
2. **Know the rules:** Find out whether an ADU is allowed on your property, and what standards apply.

A summary of the requirements can be found on DRP's ADU webpage: <https://planning.lacounty.gov/adu>

Step 1

Design (Planning Approval)

1. **Reach Out** to your local DRP Office:
<https://planning.lacounty.gov/locations>
2. **Hire an Architect or Designer (if needed)**
3. **Submit "DRP – Base Application – Permits & Reviews" on EPIC-LA**
4. **Plan Review:** Once application received and complete; DRP completes review 60 days from payment
5. **Plan Approval:** Once approved by DRP, apply for a building permit from DPW within two years.

Step 2

Financing

Programs available for homeowners in Unincorporated County:

- CalHFA ADU Grant Program: <https://www.calhfa.ca.gov/adu/>
- Neighborhood Housing Services of LA County:
<https://nhslacounty.org/programs-and-services/affordable-lending/>
- United Dwelling: <https://www.uniteddwelling.com/>

Step 3

BSD Permitting and Construction

1. **Identify:** Find local DPW BSD office for plan check & permitting.
2. **Apply:** Upload and submit minimum requirements in EPIC-LA or in-person at the local BSD office. Plan Check Review starts when the BSD office ACCEPTS and fees are PAID.
3. **Plancheck:** BSD reviews and approves submittal package.
4. **Verification:** Submit Agency Referral items in EPIC LA or in-person.
5. **Permits:** Issued once all Agency items are completed.
6. **Inspections:** Pre-inspection, as required. Contact BSD office.
7. **Certificate of Occupancy:** Issued after all signoffs are completed.

Step 4

Renting the ADU

- Links to various laws/ordinances that apply such as Rent Stabilization Ordinance (RSO), Housing and Tenant Protections, (<https://dcba.lacounty.gov/rentstabilization-ordinance/>), RSO would apply to new ADU units, though all would be partially covered (not rent restricted but subject to just cause and relocation provisions). Fair Housing resources (<https://www.lacda.org/fair-housing>).
- Short-term Rental Ordinance (in dev't.) would not be allowed.

Step 5