



# COUNTY DISASTER RECOVERY PERMIT - REBUILD PROJECT APPLICATION

## INFORMATION:

You can use this application for all rebuild projects, including rebuilding a primary residence while also building a new Accessory Dwelling Unit (ADU). You can also use this application if you want to build a new ["standalone" ADU](#) before you rebuild your primary residence. Please provide the application materials listed below.

### Rebuild Projects

County Staff will review the application materials to determine whether your project is a "like-for-like" replacement, as defined by the Zoning Code. A "like-for-like" replacement structure must be the same size, in the same location, and for the same land use as the legally established damaged or destroyed structure. The "like-for-like" replacement structure may be approved with modifications if they do not increase the floor area, size, height, or building footprint by more than 10%, in the Palisades Fire affected area, or by more than 10% or 200 square feet (whichever is greater) in the Eaton Fire affected area. Additional application materials may be required for projects that do not meet the "like-for-like" criteria mentioned above.

Although "like-for-like" replacement structures do not need to comply with current County Zoning Code requirements, they will need to comply with current County Building Code, Fire Code, and Health and Safety Code requirements, including the following:

- Solar array is required.
- Fire sprinklers must be installed in housing units, including new ADUs.
- If the property is located within a Fire Hazard Severity Zone:
  - Fire-resistant construction is required (Chapter 7A of Building Code).
  - Fuel modification will be required.
- If the property is currently served by a septic system:
  - If a public sewer is located within 200 feet of the property, the "like-for-like" replacement structures or standalone ADU must be connected to the public sewer and the septic system must be abandoned.
  - "Like-for-like" replacement structures must have the same number of bedrooms and bedroom equivalent rooms, such as dens, game rooms, theater rooms, offices, or any other room that is 70 square feet or larger in size.
  - If you are proposing a new ADU, it must be served by a new septic system that is separate from the septic system that serves the primary residence.

County Staff only needs architectural plans, as described below, to start their review. After County Staff determines whether your project qualifies as a "like-for-like" replacement, identifies additional application requirements, and finalizes the project scope, County Staff may require additional materials before they can provide a zoning clearance.

### Standalone ADUs

Standalone ADUs must comply with all current ADU requirements. Please refer to the [ADU Summary](#).

### Additional Application Materials

If you would like to move forward with the building permit process after you receive the zoning clearance, County Staff will need more detailed structural calculations and structural and energy plans. County Staff will notify you when these plans need to be submitted. However, you will not need to submit another application.



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## REQUIRED ITEMS:

### 1. Architectural Plans

The following plans must be drawn to either architect's or engineer's scale and combined into one PDF:

**Site Plan.** Depict the following items. The first six items must be depicted on the first page:

- Address
- Parcel Number(s)
- Revision Date
- Scope of Work
- Sheet Index
- Vicinity Map
- Bike Parking
- Closest Public Fire Hydrant
- Dimensions
- Driveways
- Fences / Walls / Gates
- Footprint of future primary residence (only if proposing a standalone ADU)
- Landscaping
- Mechanical Equipment
- North Arrow
- Oak Trees
- On-Site Access Roads
- Septic and Well Locations
- Setbacks
- Streets to Centerline
- Structures

- Vehicle Parking and Backup Space

**Floor Plans.** Provide plans for each floor. Label the following:

- All Rooms
- Dimensions
- Uses

**Elevations.** Depict the following:

- Ceiling Heights
- Colors
- Cut / Fill
- Finishes
- Fences / Gates / Walls
- Materials
- Natural / Finished Grades
- Retaining Walls
- Structure Heights

**Sign Plans (only for commercial and industrial projects).** Depict the following:

- Building / Lot Frontage(s)
- Sign Areas
- Sign Colors
- Sign Dimensions
- Sign Types

### 2. Building Table

NEW / ADDITION / REMODEL / TENANT IMPROVEMENT TABLE						
WORK TYPE (NEW, ADD, REMODEL)	FLOOR TYPE (BASEMENT, FLOOR, MEZZANINE)	FLOOR LEVEL	CONST TYPE	OCC GROUP	SQ FT	DESCRIPTION/USE

### 3. Proof of Ownership

If the property is owned by an LLC, corporation, partnership, or trust, please submit a document that lists the names and addresses of the principal owners (25% or greater). Attach a copy of the current corporate articles, partnership agreement, or trust document, as applicable, to that document.

### 4. Fee Waiver

If you owned and lived in a residence on your property on or before January 7, 2025, you may qualify for a fee waiver. You need to attest that you have information to demonstrate that you lived in a residence on your property on or before January 7, 2025, but you do not need to provide that information unless County Staff asks for it later.



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# ACKNOWLEDGEMENTS AND ATTESTATIONS

## ACKNOWLEDGEMENTS FOR REBUILD PROJECTS AND STANDALONE ADUs:

1. I am the property owner; and
2. I have carefully reviewed and prepared the application and plans in accordance with the instructions in this application; and
3. I provided correct and accurate information in this application, including all attachments; and
4. I understand that the submittal of inaccurate or incomplete information or plans, or failure to comply with the instructions, may result in processing delays and/or denial of my application; and
5. I understand that upon further evaluation, additional information/documents/reports/entitlements and fees may be required, including referral fees; and
6. I understand that failure to submit any such required fees or information requested after submittal may result in processing delays and/or denial of my application; and
7. I understand that it is the responsibility of the applicant or property owner to notify the County of any changes to the project, including any changes in ownership, which may require additional information/documents/reports and fees and may cause delay to the processing of the project; and
8. I expressly allow, authorize, and permit the County to enter and inspect the subject property, with or without prior notice, to inspect, photograph, and/or process this application. No additional permission or consent to enter upon the subject property is necessary or shall be required. I further certify and warrant that I am authorized to and, hereby do, consent and allow such inspections on behalf of each and all owners of the subject property; and
9. I understand that all materials submitted in connection with this application may become public record subject to inspection and copying by the public. I acknowledge and understand that the public may inspect and copy these materials and that some or all of the materials may be posted on the County's website. For any materials that may be subject to copyright protection, or which may be subject to sections 5500.1 and 5536.4 of the California Business and Professions Code, I represent that I have the authority to grant, and am granting, the County permission to make the materials available to the public for inspection and copying, in hardcopy or electronic format; and
10. I understand that denials will result in no refunds; and
11. I understand that there is no guarantee – express or implied – that an approval will be granted. I understand that this application must be carefully evaluated and after the evaluation has been conducted, that staff's recommendation or decision may change during the course of the review based on the information presented.

## ADDITIONAL ACKNOWLEDGEMENTS ONLY FOR STANDALONE ADUs:

12. This application is for only one (1) new standalone ADU that I will occupy until I rebuild the primary residence, but no later than January 7, 2030.
13. I shall diligently, and in good faith, submit required applications and obtain required approvals and permits to rebuild the primary residence.
14. A minimum distance of six (6) feet is required between the new standalone ADU and any other structure on the same property.
15. The new standalone ADU must contain sleeping, cooking, bathing, and sanitary facilities.



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16. The new standalone ADU must comply with all current ADU requirements. Please refer to the [ADU Summary](#).

**LOBBYIST STATEMENT:**

17. The County Lobbyist Ordinance (Ordinance No. 93-0031, County Code Chapter 2.160 et seq.), effective May 7, 1993, requires certification that each person (or entity) who applies for a County permit is familiar with the requirements of said Lobbyist Ordinance, and that all persons acting on behalf of the applicant have complied and will continue to comply with the requirements of the Lobbyist Ordinance throughout the application process. I hereby certify that I have read and am familiar with the requirements of the County Lobbyist Ordinance. I further understand that the making of this certification, and compliance with the Lobbyist Ordinance, shall be a condition precedent to the granting of the requested permit.

Lobbyist Permit No.(s) if applicable: \_\_\_\_\_

**ATTESTATIONS FOR FEE WAIVER:**

I owned and lived in a residence on my property on or before January 7, 2025, and I qualify for a fee waiver.

☐ Yes ☐ No

18. I / We attest that I / We owned and lived in a residence on the subject property on or before January 7, 2025.

19. I / We have information to demonstrate that I / We lived in that residence, such as a driver's license or other government-issued identification card, a property tax bill, a utility bill, or a similar document.

20. I / We understand that this attestation may be subject to verification and hereby attest that this information is true.

21. I / We understand that any false or fraudulent submission will require payment of the permit and inspection fees and subject me to administrative, civil, and/or criminal liability, as well as any other penalties allowed by law.

**OAK TREE CERTIFICATION:**

Are there any oak trees on the subject property or next to the subject property? ☐ Yes ☐ No

**REQUIRED SIGNATURE(S)\***

I, the owner(s) of the subject property, have read, understand, and acknowledge the above, and consent to the submission of this application.

_____ SIGNATURE (REQUIRED)	_____ PRINT NAME	_____ DATE
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_____ SIGNATURE (REQUIRED)	_____ PRINT NAME	_____ DATE
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_____ SIGNATURE (REQUIRED)	_____ PRINT NAME	_____ DATE
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If necessary, add additional signature pages

\*Please note a change in ownership will require a new application. Fee waivers are not transferable to new owners.



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### STEP 1: AFFECTED PROPERTY

ASSESSOR'S PARCEL NUMBER(S)

PROPERTY ADDRESS (IF APPLICABLE)

BUSINESS/ESTABLISHMENT NAME (IF APPLICABLE)

### STEP 2: RECORD OWNER

NAME

ADDRESS

CITY/STATE

ZIP

TELEPHONE

EMAIL\*\*\*

### APPLICANT/AGENT

NAME

ADDRESS

CITY/STATE

ZIP

TELEPHONE

EMAIL\*\*\*

Preferred contact: ☐ Owner ☐ Applicant/Agent

\*\*\*RECORD OWNER OR APPLICANT EMAIL MUST BE PROVIDED

### STEP 3: PROJECT DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### STEP 4: PROJECT & PROPERTY DATA

Prior/Existing use(s) and structure(s) (sq. ft.) and dwelling units:

Existing structure(s) to be demolished (if applicable)?

☐ No ☐ Yes If yes, how many: \_\_\_\_\_ sq. ft.

Proposed use(s), structure(s) and additions (sq. ft.) and units:

Proposed Sign(s) (sq. ft.):

Is grading proposed? ☐ No ☐ Yes If yes, cubic yards:

CUT + FILL = TOTAL GRADING

Will grading be balanced on-site? ☐ No ☐ Yes

If no, complete the Export/Import fields below.

EXPORT

IMPORT

Are there slopes of 25% or more on the subject property?

☐ No ☐ Yes

If yes, topographic lines must be depicted on the siteplan.

Are retaining walls proposed? ☐ No ☐ Yes

If yes, submit wall cross-sections and elevations with depictions of both natural and finished grade.

Are there any oak trees on or next to the subject property?

☐ No ☐ Yes

If yes, how many: \_\_\_\_\_  
Encroachments Removals

Please select your type of potable water service:

☐ Water utility company  
☐ Water well

Please select your type of wastewater connection:

☐ Sewer system  
☐ Septic system  
☐ Sewage pumping company



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