

Accessory Dwelling Unit (ADU) Submittal Requirements

In order to submit plans for plan check; items 1 through 4 below must be completed and submitted with your application and plans.

1. Obtain approval for the new ADU and the ADU address from the City of Azusa **Planning Division**. You can email the Planning Division at planning@azusaca.gov.
2. Obtain approval from Hien Vuong in the **Electrical Division** of Azusa Light & Water at (626) 812-5172 or Hien.Vuong@azusaca.gov for the location and type of electric metered panel(s) and/or sub-panel(s). Have Hien approve and stamp the PDF site plan that details the electrical meter(s) location.
3. If the ADU is to be a new structure, *not converted*; you will need to speak also to Melissa Barbosa in the **Water Division** of Azusa Light & Water at (626) 812-5173 or mbarbosa@azusaca.gov regarding the water service. Have Melissa approve and stamp the PDF site plan.
4. Provide the *registered* **CF1R** ADU forms from either the cheers.org or calcerts.com website.

PART I. GENERAL REQUIREMENTS

1. Obtain an application. [Building Permit Application](#)
[CLICK HERE](#)
2. Complete the application online and save it as a pdf to your desktop for submittal.
3. Submit the application and pdf plans for a preliminary review for completeness to: buildingpermits@azusaca.gov.
4. A credit card authorization form will be returned via email with the Plan Check fees.
5. When the Plan Check fees are paid; a receipt, a link, and instructions will be sent as to where and how to upload the plans for Plan Check.

WHAT TO INCLUDE IN THE PLANS

6. Provide a fully dimensioned pdf **plot plan to scale**.
7. Provide the complete and correct **legal description**.
Use the new ADU address.
8. Provide complete information for **applicant, owner, engineer, architect, and contractor**. Each sheet of the architectural and structural plans shall bear the signature, registration number, and expiration date of an architect or engineer registered in the State of California.
9. List the **code sections** referenced: the current edition of the California Residential Code (CRC), California Electrical Code CEC, California Plumbing Code CPC, California Mechanical Code, and County of Los Angeles Fire Code.

Provide the following for existing & proposed structures:

- Site Plan
- Foundation Plan. Remember stem wall for the large garage door openings.
- Floor Plan
- Roof/Ceiling Plan. (include all sizes of framing members length of spans)
- Structural Calculations
- Shear/Braced Wall Plan
- Plumbing Plan
- Structural Details
- Electrical Floor Plan. (Include; lighting fixtures & type, Smoke/C.O. sensors, stove hood, bathroom exhaust fan, switches, receptacles, electrical panel, etc.)
- Garage conversions must have a stem-wall detail for the large garage door opening.
- Site drainage plan.
- Registered CF1R energy Calculations.

Fire Sprinklers

1. ADUs less than 1200 s.f. are not required to provide fire sprinklers if they are not required for the existing single- family dwelling unit.
2. When Fire Sprinklers are required; an approved stamped set of fire sprinkler plans from the Los Angeles County Fire Department must be provided.

HIGH FIRE HAZARD SEVERITY AREAS

1. Buildings located within High Fire Hazard Severity Zones shall comply with requirements of materials, systems, and construction methods of Chapter 7A.

See Part II and Part III below for more construction plan details.

PART II. ZONING CODE REQUIREMENTS

A. GENERAL

1. One accessory dwelling unit and one junior accessory dwelling unit per lot with a proposed or existing single-family dwelling.
2. The accessory dwelling unit or junior accessory dwelling unit is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure.
3. The total area for a detached ADU (new or addition) shall not exceed 1200sf.
4. The total area for an ADU (new or addition) attached to the main dwelling shall be limited to a maximum 50% of existing dwelling area (excluding garage) and maximum 1200sf.
5. One ADU is allowed within an existing multifamily dwelling up to 25 percent of the existing multifamily dwelling units.
6. Provide the front, side(s), and rear yard setbacks in ft. from the proposed ADU.
7. Provide the height of the building in ft. (16 ft maximum)
8. Provide complete cross sections specifying the ceiling heights and attic ceiling heights.
9. Maintain minimum 10' horizontal separation between accessory building and the (main building) (accessory living)
10. A 36 inch wide minimum passageway is required from the street to the entrance of the main dwelling unit.

PART III. BUILDING CODE REQUIREMENTS

A. OCCUPANCY CLASSIFICATION

The following are required for attached garage / carport:

1. U Occupancy garage is limited to 1000 / 3000 sq. ft. and one-story in height.
2. Separation from the dwelling unit and its attic area by means of a minimum 1/2-inch gypsum board applied to the garage side.
3. Separation from all habitable rooms above by not less than a 5/8-inch Type X gypsum board or equivalent.
4. Doors between garage and dwelling unit shall be self-closing and self-latching, solid wood or solid or honeycomb core steel not less than 1 3/8 inches thick, or have a minimum fire protection rating of 20 minutes.
5. Exterior walls of a detached U occupancy less than 5' from a property line must be one-hour construction without openings.
6. Garage shall not open directly into a room used for sleeping purposes.
7. Detail on plan that exterior posts shall be at least 1" above floor/slab and 6" above exposed earth. Isolated piers in enclosed crawl spaced must be 8" above exposed earth. As an alternate, use pressure treated posts.

B. SPECIAL USE OR AREA

1. Buildings located within High Fire Hazard Severity Zones shall comply with requirements of materials, systems, and construction methods of Chapter 7A. **(See Note on page 3.)**

C. FIRE-RESISTANCE RATED CONSTRUCTION

1. Provide 1-hr fire-resistance rating at exterior walls for R-3 and/or U occupancy less than 5' from the property line or assumed property line.
2. Projections beyond exterior walls shall not extend any closer to the line used to determine the fire separation distance than shown in CBC (Table 705.2).
3. Provide (1-hr) (2-hr) rated Fire Partition between units. Provide completed details.
4. Projections beyond exterior walls shall not extend any closer to the line used to determine the fire separation distance than shown in CBC (Table 705.2).
5. Provide (1-hr) (2-hr) rated Fire Partition between units. Provide completed details.

D. FIRE PROTECTION

1. Smoke detectors shall be provided in each sleeping room, on the ceiling or wall immediately outside of each sleeping room, and on each story and basement for dwellings with more than one story.
2. The power source for smoke detectors shall be as follows:
 - a. In new construction smoke detectors shall receive their primary power from the building wiring and shall be equipped with a battery backup. *CRCR314.*
 - b. In existing SFD, smoke detectors may be battery operated.
3. Carbon monoxide alarm is required per Sec CRC R315
4. Sprinkler system shall be required for the ADU if the existing dwelling has a sprinkler system.

E. MEANS OF EGRESS

1. Provide emergency egress from sleeping rooms and basement. Show details on plans. Required minimum dimensions are 24" clear height, 20" clear width, 5.7 sq. ft. (5.0 sq. ft. at grade level) and 44" max to bottom of opening.
2. Landing at a door shall have a length measured in the direction of travel of no less than (36") (44").
3. Provide 42" high guards with less than 4" spacing opening between rails. For R-3 occupancies and within individual units in R-2 occupancies, guards whose top rail also serves as a handrail shall have a height between 34" to 38" measured vertically from the leading edge of the stair nosing tread.
4. Show the following stairway details on plans: a) 7.75" rise & min. 10" run. b) Min. 6'-8" headroom clearance.
5. Min 36" clear width.
6. Handrails 34" to 38" high above tread nosing.
7. Handgrip portion of handrail shall not be less than 1.25" and no more than 2" cross-sectional dimension having a smooth surface with no sharp corners.
8. Less than 4" clear spacing opening between rails.
9. Ramp slopes shall not exceed 1:12 (8%).

F. INTERIORENVIRONMENT

1. Minimum required ceiling height is 7'-0". 6'-8" minimum in bathrooms, toilet rooms, and laundry rooms.
2. Provide natural light in habitable rooms with an area not less than (8%) of floor area or provide artificial light with an average illumination of 10 ft.-candles at a height of 30" above floorlevel.
3. Provide natural ventilation in habitable rooms by means of operable exterior openings with an area not less than (4%) of floorarea.
4. Rooms containing bathtubs, shower, spas, and similar bathing fixtures, shall be mechanically ventilated.
5. Provide 15" min between center line of water closetto any side wall or obstruction and 24" clear space in front of water closet.
6. Provide 20" x 30" min. attic access, clearanceand ventilation.
7. In residential buildings, every interior doorthroughwhich occupants pass shall have a minimum widthof32".
8. Provide Sound Transmission Class (STC) of 50 / Impact Insulation Class (IIC) of 50 separation and STC 26 door between units and between common use areas and units. Provide completedetails.

G. BUILDINGENVELOPE

1. Roof covering shall have a Class Afire-retardantrating.
2. Glazing in hazardous locations shall betempered.
3. Show roof slopes, drains and overflow drains orscuppers on the roof plan. Provide a detail of the roof drain and overflow system.
4. Clearly indicate on the plans location of glass orplastic skylights. If the roof slope is less than 3:12, provide a minimum 4" curb.
5. For pre-fab fireplaces, provide manufacturer, model, and Underwriter Laboratories certification number (or ICCs) (a cut sheet is required per Green Building Code, thefireplace shall be direct-vent and sealed combustion type). Wood burning masonry fire place (not allowed per Green Building Code), provide details and calculations forchimney.
6. Show on plan that top of chimney must extend aminimum of 2' above any part of the building within 10' and 3' from the adjacent roofbelow.
7. Comply to Title 24 energyrequirements.
 - a) Provide energycalculations
 - b) HERS field verification is required
 - c) Provide a CFR Form (certificateof compliance)
 - d) Certificate of compliance shall display the required registrationnumber.

NOTES ON PLANS:

1. Provide ultra-flush water closets for all new construction. Existing shower heads and toilets must be adapted for low water consumption.
2. Provide shatter-resistant materials for showerenclosure.
3. Water heater must be strapped to wall.
4. Carbon monoxide alarm is required per CRCR315

H. STRUCTURE

Provide 6-mil polyethylene or approved vapor retarder below the concrete floor slab. For existing concrete floor slabs, when alternative approved method is proposed, request for an "Alternate Materials and Method Form" will be required. Provide the Research Report number which shows compliance.

1. All sheets of plans and cover sheet of calculations must be signed and stamped by a civil or structuralengineer, or architect, licensed by the State of California.
2. Dimension exterior and bearing wall foundations. Show depth of embedment of foundation into soil.
3. Provide material specifications for Concrete (Minimum concrete strength is 2500 psi), Masonry (reinforcements) Steel, etc.
4. Provide design by a licensed engineer or architect for the (vertical) (seismic/wind lateral) force resisting system.
5. Provide a nailing schedule for plywood diaphragm sand shear walls on plans. Use commonnails.
6. Provide size, spacing and direction of, girders, floor joists, ceiling joists, rafters, andbeams.
7. Provide shear wall elevations and connection details on plans, to show shear load transfer path.
8. Provide approved platewashers.
9. Show hold-down locations on the foundationplan.
10. A licensed fabricator is required for offsite steel fabrication.
11. Continuous Special Inspection, Periodic Special Inspection is required for onsite steel fabrication/welding.
12. Provide the following distances for constructiononslope:
 - a. H/3 distance to daylight from bottomoffooting.
 - b. H/2 setback from toe of slope.(1808.7,R403.1.7).

I. NOTES ON PLANS:

1. Specify that all construction shall comply with the "Wood Frame Prescriptive Provisions" (WFPP) of the CRC.
2. Specify continuous inspection for:
 - a. Concrete greater than 2500psi
 - b. Installation of concrete anchors perLARR.
 - c. Field welding/Rebarwelding.
 - d. Masonry
 - e. Other

Note: High Fire Hazard Severity Zones.

To find if your home is located in a "High Fire Hazard Severity Zone", you can click the map link "LINK," or consult with the Building & Safety Division for assistance.