



CITY OF AGOURA HILLS

BUILDING & SAFETY DIVISION

30001 LADYFACE COURT
 AGOURA HILLS, CA 91301

Email: Permits@AgouraHillsCity.org

PHONE: (818) 597-7334

www.AgouraHillsCity.org

PRE-APPROVED ADU PLANS PERMIT CHECKLIST

Complete the required information as part of the Pre-Approved Accessory Dwelling Unit (ADU) application submittal process.

Please use the following checklist to assist you in preparing your plan.

General Submittal Process

<input type="checkbox"/>	Select ADU Style	<input type="checkbox"/> Cottage <input type="checkbox"/> Ranch <input type="checkbox"/> Spanish
<input type="checkbox"/>	Select ADU Size	<input type="checkbox"/> Studio/1 Bath - 554 SF <input type="checkbox"/> 1 Bed/1 Bath - 750 SF <input type="checkbox"/> 2 Bed/1 Bath - 1000 SF
<input type="checkbox"/>	Select ADU Foundation Type	<input type="checkbox"/> Slab on Grade <input type="checkbox"/> Raised Foundation
<input type="checkbox"/>	Obtain Title Report	For Plotting easements and used for covenant preparation
<input type="checkbox"/>	Obtain a Site Survey	Use as a base for the Site Plan
<input type="checkbox"/>	Prepare Site Plan (See sample & checklist on AS-0101)	Can attach separately as Sheet AS-102
<input type="checkbox"/>	Complete information on Sheets G-001, G-002, or G-003	Contact Planning Division for assistance. (818) 597-7337
<input type="checkbox"/>	Complete Building Permit Application	Building Permit Application
<input type="checkbox"/>	Sign Hold Harmless Agreement	Link to Form
<input type="checkbox"/>	Compile submittal package	1. Application 3. Completed G-001/2/ or 3 2. Site Plan 4. Hold harmless agreement
<input type="checkbox"/>	Request Appointment Plan Check Review	Contact permit staff – (818) 597-7334

Planning Division Information

<input type="checkbox"/>	Lot Coverage	If ADU > 800 SF
<input type="checkbox"/>	Equestrian facilities	If ADU > 800 SF & in Old Agoura
<input type="checkbox"/>	Parking Requirement	
<input type="checkbox"/>	Oak Tree on site	
<input type="checkbox"/>	Screening of AC units	
<input type="checkbox"/>	Covenant - \$740 (Title report required)	If ADU < 800 SF



CITY OF AGOURA HILLS

BUILDING & SAFETY DIVISION

30001 LADYFACE COURT
AGOURA HILLS, CA 91301

Email: Permits@AgouraHillsCity.org

PHONE: (818) 597-7334

www.AgouraHillsCity.org

Building & Safety Division Information

<input type="checkbox"/>	Prefab Roof Trusses	Deferred submittal
<input type="checkbox"/>	Photovoltaic (Solar) Required	Separate Permit Required
<input type="checkbox"/>	Electrical Load Calculation	Verify existing panels are adequate and provide the size of the new panel for ADU
<input type="checkbox"/>	Installing a New Meter?	Contact SCE
<input type="checkbox"/>	Location of Utility Connection <input type="checkbox"/> Water Connection _____ feet <input type="checkbox"/> Electric _____ feet <input type="checkbox"/> Sewer _____ feet	Distance from connection to ADU

Engineering Division Information

<input type="checkbox"/>	Grading (if applicable)	Consult with a Civil Engineer to prepare any necessary grading plans.
<input type="checkbox"/>	New Utility Location in Public Right of Way <input type="checkbox"/> Electric <input type="checkbox"/> Water Connection <input type="checkbox"/> Sewer	Obtain Encroachment Permit with PW - Contact SCE - Contact Las Virgenes Municipal Water District

Outside Agencies Approval

<input type="checkbox"/>	LA County Fire Department 26600 Agoura Road, Suite 110 Calabasas, CA 91302-1954 Phone: (818) 880-0341	For Fire Sprinkler & Fire Department Access
<input type="checkbox"/>	LA County Environmental Health Services 26600 Agoura Road, Suite 110 Calabasas, CA 91302-1954 Phone: (818) 880-3410	For Septic System
<input type="checkbox"/>	Las Virgenes Municipal Water District 4232 Las Virgenes Road Calabasas, CA 91302 Phone: (818) 251-2100	For Water and Sewer Connection
<input type="checkbox"/>	Las Virgenes School District 4111 Las Virgenes Road Calabasas, CA 91301 Phone: (818) 880-4000	For School Fees
<input type="checkbox"/>	Southern California Edison 3589 Foothill Drive Thousand Oaks, CA 91361 Phone: (800) 655-4555	For Electrical Meter