



## CITY OF AGOURA HILLS

### BUILDING & SAFETY DIVISION

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[www.AgouraHillsCity.org](http://www.AgouraHillsCity.org)

## PRE-APPROVED ADU PLANS PERMIT GUIDE

The Pre-Approved ADU Plans Program offers Agoura Hills' residents a selection of Pre-Approved Accessory Dwelling Unit (ADU) building plans. Use of these plans will save an applicant time and money on initial architectural and engineering design costs. Additionally, these plans are also eligible for streamlined plan review by the City of Agoura Hills Community Development Department and are not required to pay building plan review fees (Planning review fees remain applicable). This permit guide was created to help you prepare your Building Permit submittal for your Pre-Approved ADU. Please follow the steps outlined below.

### Step 1: Prepare Permit Materials

Visit the City of Agoura Hills' website [ADU's | City of Agoura Hills, CA \(agourahillscity.org\)](http://agourahillscity.org) and review the documents listed below:

- Review Pre-Approved ADU Checklist
- Choose your plan set
  - Select desired floor plan size (Studio / 1 Bed-1 Bath / 2 Bed-1 Bath).
  - Select desired style (Cottage / Ranch / Spanish).
  - Select foundation type (Slab on grade/ Raised foundation). If unsure, please consult a licensed engineer for recommendations.
- Sign Hold Harmless Statement
- Complete Building Permit Application

### Step 2: Review City of Agoura Hills' Submittal Requirements

- Contact the Planning Division (818) 597-7337 for a preliminary review of the proposed development. Prepare plans per the Pre-Approved ADU Checklist.
- Consult with a design professional to prepare a Plot Plan/Site Plan and (if applicable) grading plans.
  - For assistance, see the Sample Site Plan on Sheet AS-101. If further assistance is required, a surveyor, civil engineer, and/or architect is recommended.
  - For setback requirements, see the City of Agoura's Planning Division.
  - For minimum fire separation distances, refer to California Residential Code Section R302.
- Provide Electrical Load Calculations and show the location of subpanel and amperage on the plot plan.
- List all required Deferred Submittal items on the coversheet (G-001, G-002, or G-003) of the drawings. Deferred submittals are subject to additional review and permitting fees and must be completed prior to permit finalization (Step 9).
  - Fire Sprinkler System: required if the primary residence has an existing fire sprinkler system or is a proposed primary residence with a sprinkler system.

- Photovoltaic (Solar) System: See Title 24 Energy Calculations for the required rating of the PV system. Please be advised that the City of Agoura Hills' Pre-Approved ADU Plans do not include designs for the required PV system. Please prepare a separate application as outlined in our PV system Submittal Requirements.
- Gas Line: Gas infrastructure is not allowed with the Pre-Approved ADU plans

Contact the Building Division at (818)597-7334; or email [permits@AgouraHillsCity.org](mailto:permits@AgouraHillsCity.org) with any specific questions regarding submittal requirements.

### Step 3: Assess Project Valuation

- Obtain Valuation. This is the contractor's bid for the fair-market cost of labor and materials to construct the ADU. Please note that the cost will vary depending on the finish materials and site-specific conditions and constraints.
  - Visit the Department of Consumer Affairs, Contractors State License Board website for assistance in finding a licensed contractor: [https://www.cslb.ca.gov/consumers/hire\\_a\\_contractor/](https://www.cslb.ca.gov/consumers/hire_a_contractor/).

### Step 4: Contact Outside Agencies for Approval

- County Environmental Health Department approval is required at submittal (Step 5) for properties on septic systems.
- Los Angeles County Fire Department approval letter is required at submittal (Step 5), with final sign off from the Fire Department required prior to the City of Agoura Hills's Final Inspection (Step 9).
- School District impact fee receipt is required prior to permit issuance (Step 7). Please review the Outside Agency Checklist for complete details.

Please note that Outside Agencies are not affiliated with the City of Agoura Hills, and separate processing timelines may apply.

### Step 5: Application Submittal

- Submit your application materials to the City of Agoura Hills Building and Safety Division and pay plan review fees. Visit [www.AgouraHillsCity.org](http://www.AgouraHillsCity.org) for more information on the permitting process.
  - You may submit in person. To schedule an appointment, contact the Planning Division at (818) 597-7337.
- Print 2 hard copies of plans of Sheets G-001, G-002, or G-003 (Cover Sheet) and AS-102 (your Site Plan) on 24"x36" sheets and all other forms from Step 1.
  - You may also submit online by emailing the application and the completed sheets G001, G002, or G003, Sheet AS-102, and all other forms from Step 1 to [permits@AgouraHillsCity.org](mailto:permits@AgouraHillsCity.org)
  - Visit our website to review instructions for submitting via email.
  - An address suffix "A" will be assigned to the ADU.

If plans are modified from the pre-approved documents, the application will be treated as a brand-new design and will not be eligible for Pre-Approved Plans Program (streamlined review

or reduced plan check fees) and submittal will not be accepted.

### **Step 6: Application Review**

City of Agoura Hills' staff from the building, engineering, and planning divisions review the construction documents to verify that the proposed construction is compliant with all pertinent building codes and local ordinances.

### **Step 7: Permit Issuance**

Once all reviews have been conducted and pre-issuance conditions have been satisfied, the Building Permit will then be issued. This authorizes the commencement of construction. Deferred submittals must be submitted, approved, and inspected prior to the building's final inspection.

### **Step 8: Permit Inspections**

- In-progress inspections are required at critical stages throughout the duration of construction. Consult with your contractor and inspector to identify required inspections. The permit holder is responsible for scheduling inspections (CRC R109.3).
- To schedule an inspection on our automated line, call (866)701-3365.
- For questions regarding inspections, contact the City of Agoura Hills' Building Inspectors at (818)597-7334.

### **Step 9: Final Inspection & Occupancy**

- The permit-holder will be responsible for coordinating final inspections with all applicable outside agencies (Step 5).
- Once the building final inspection from the City of Agoura Hills' has been completed, the new dwelling may be occupied.