



## **USE OF ACCESSORY DWELLING UNIT STANDARD PLANS**

### **1. Are these plans available for a fee?**

Two of the plans currently offered have been prepared in-house and are available for download free of charge.

The other plans have been prepared by private architects and are available for a fee (determined by the architect of record) and are available by contacting the architect directly.

### **2. To what extent can these plans be customized?**

If you wish to modify any of the plans, you may do so only by contacting the architect. For plans designed by the City, you may modify them by hiring a licensed design professional who will need to redraw the plans to make your modifications. However, once modified, the plans will no longer be pre-approved and will require a standard full plan review and standard plan review fees.

### **3. Can I use these plans if I want to convert an existing structure, such as a detached garage or pool house, into an ADU?**

No. These pre-approved ADU Standard Plans are only for new, detached structures.

### **4. Can I use these plans to add an attached ADU to my home?**

No. These pre-approved ADU Standard Plans are only for new, detached structures.

### **5. How do I pay for these plans?**

Two of plans currently offered, both have been prepared in-house and are available free of charge. The plans can be downloaded directly from the City's website free of charge.



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### **6. Will other agencies need to review my plans? Do other clearances still apply?**

Yes. Other agency reviews and clearance requirements may still apply depending on your individual site conditions.

### **7. Once a standard plan is selected, how does a customer indicate the use of the standard plan on the permit application?**

When submitting your building permit application, please indicate the name of the ADU Standard Plan you are using in the 'Description of Work' and include the word "ADU Standard Plan".

### **8. What items are required for plan check submission using an ADU Pre-Approved Standard Plan?**

You can submit your ADU online via the City's [Customer Self-Service \(CSS\) Portal](#). The following documents must be submitted for city approval prior to construction:

- a. A digital copy of the selected ADU Standard Plan.
- b. A completed [Building Permit Application](#). Ensure to specify the ADU Standard Plan name in the description.
- c. A completed [Hold Harmless Agreement form](#).
- d. [Tree Inventory and Tree Protection Plan](#).
- e. A complete site plan indicating how the ADU Standard Plan will be adapted into the site. The site plan must include the following:
  - o Sizes and locations of all structures on site.
  - o Dimensions to property lines.
  - o The ADU shall maintain a minimum 4-ft setbacks to side and rear property lines. Any exterior walls with openings, such as doors or windows, must maintain a minimum 5-ft setback to side and rear property lines.
- f. Dimensions to other structures on site measured eave-to-eave (a 6' minimum separation is required for ADUs that are larger than 800 s.f. to other structures).
- g. All paved areas including access into the site (driveway).
- h. Locations of all trees on site.
- i. Addresses for all existing units on the property.



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- j. A vicinity map demonstrating whether the property is located within one-half mile walking distance of a public transit stop.
- k. Proposed and existing location & size of electrical service panel & sub-panels.
- l. Location of proposed heating / cooling equipment per energy documentation serving the dwelling.
- m. Associated mechanical equipment (ac condenser / heat pump) shall maintain a minimum 5-ft setback from property line and shall be screened from the public-right-of-way.
- n. Location of proposed water heater per energy documentation serving the dwelling.
- o. Sewer line route & connections.
- p. Site drainage away from the new foundation and direct site.
- q. Drainage to a storm sewer conveyance system, public street, or other approved point of collection.
- r. Show relative or actual elevation points, slope, and/or direction of flow.
- s. Call out the nearest fire hydrant(s) location. A fire hydrant shall be located within 400' of all portions of exterior walls without the installation of fire sprinklers; within 600' of all portions of exterior walls with the installation of fire sprinklers.
- t. Provide the fire flow analysis for the nearest hydrant(s). Contact PWP to obtain the fire flow analysis report. The report is required to be obtained within 6 months of plan submittal.
- u. The proposed ADU shall be located within 150' of a fire access road (measured to the farthest point of the structure).
- v. State on the site plan if the existing main house has fire sprinklers installed. If yes, then fire sprinklers are required to be installed in the ADU.
- w. State on the site plan if the property is located in a High Fire Hazard Severity Zone (HFHSZ).

The following may also be required, which may result in additional plans, fees or permits:

- a. A solar photovoltaic energy system (solar pv panels) pursuant to California Energy Code Section 150.1c.14.
- b. A property line survey for new construction within 5-ft from property lines.



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- c. Fire Sprinkler system
- d. A geo-technical report
- e. A property line survey
- f. If located in a HFHZ, a landscape and fuel modification zone plan will be required as a deferred plan submittal.
- g. Other permits and submittal requirements in compliance with state law and the Pasadena Municipal Code.

### **9. Why do the plans still need to be plan checked if they are 'pre-approved'?**

While the design and construction details of the ADU Standard Plans have been pre-reviewed by the Building and Planning Divisions, there are site-specific factors that need to be reviewed to ensure that your property is suitable for the selected ADU and that the siting of the ADU meets code requirements. For example, the ADU may not be suitable for your property if it is proposed to be located on a slope, under a high-voltage power line or if it does not meet setback or floor area ratio requirements. There may also be additional requirements depending on the existing conditions of the primary dwelling, such as the installation of fire sprinklers or solar panels.

### **10. Are the plan check fees reduced if I use an ADU Standard Plan?**

Yes, the plan check fee for Building & Safety is reduced since portions of the review have already been completed. The review fee will vary and will be based on the actual number of hours spent on the review by the Building & Safety Plan Checker.

Fees for review by other departments are not reduced.

### **11. If I use an ADU Standard Plan, will the plan check review process be expedited?**

Currently, ADU Standard Plans are subject to the same standard turn-around, which is 3-4 weeks for the initial review and 2 weeks for resubmittals.



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### **12. Who can I contact for general Zoning and Building Code questions related to ADUs?**

Contact information for various City departments can be found on our [ADU webpage](#). You may also book a [virtual appointment](#) to speak with the Planner of the Day.

### **13. How much will the permitting fees be when I decide to move forward with a standard plan?**

The estimated plan check and permit fees are listed with each ADU Standard Plan. Note that these fees are *estimates only*. Actual fees may be less or more.

### **14. Can I use these plans outside of the City of Pasadena?**

The City of Pasadena's ADU Standard Plans have been pre-approved for use in qualified properties within the City of Pasadena and have not been reviewed by any other jurisdiction.