



INFORMATION BULLETIN

IB-068

Eff: 03-27-2024 Rev: 03-27-2024

Pre-Approved Accessory Dwelling Unit Program

The purpose of this Information Bulletin (IB) is to summarize the Pre-Approved Accessory Dwelling Unit (PAADU) Program and provide instructions to assist applicants in obtaining building permits for the construction of accessory dwelling units (ADU) on properties zoned for one- and two-family dwellings. The goal of the PAADU Program is to create a simplified permitting process for the design and construction of new detached ADU buildings.

To qualify for the PAADU Program, ADU plans designed by registered design professionals (e.g., private licensed architects and engineers) to accommodate various site conditions are submitted for PAADU standard plan approval. The ADU plans are reviewed and approved by the Building and Safety Bureau for compliance with the applicable building regulations, codes and the Long Beach Municipal Code (LBMC) Title 18 Building Standards.

The PAADU Program gives property owners access to a list of pre-approved plans. PAADU project plans along with contact information for design professionals are listed on the PAADU Program webpage. When a property owner or applicant presents a site specific PAADU submittal package to City staff for permitting, only a site-specific plan review will be conducted over the public counter, including review for compliance with the LBMC Title 21 Zoning Regulations, prior to approval and permit issuance. By using the City's PAADU Program property owners may save time and money when constructing accessory dwelling unit (ADU) projects.

PART 1. PROPERTY OWNER INSTRUCTIONS

A. Preliminary Site and ADU Information

Before selecting a PAADU standard plan, it is helpful to review the site-specific and general requirements which may affect the ADU building location on the property and other design choices. This review may also be completed together with the selected PAADU designer.

Site Specific Requirements

Zoning and Building requirements for a specific project site address may be reviewed through the GIS online maps or by meeting in-person with City staff at the Permit Center to discuss any ADU restrictions, hazard zones and special approvals required.

- Zoning restriction areas: Coastal Zone, Historic Districts.
- Building special hazard areas: Flood Hazard, Methane Gas Zone, Liquefaction Zone, Alquist-Priolo (earthquake) Zone, Oil Wells, High Wind Zone.

General ADU Requirements

The following webpages have information about ADUs building size, allowable locations, plans required, and other topics related to ADU development.

- [Community Development Accessory Dwelling Unit & SB9 Ordinances](#)
- [ADU & SB9 Principal Dwelling Units FAQ](#)
- [IB-045 Plan Submittal Guideline for One- and Two-Family Dwellings](#)
- [Low Impact Development \(LID\) Homeowner Handout](#)

B. Review Available PAADU Designs & Select Design Professional

General PAADU Information

PAADU plan descriptions, illustrations, and designer contact information is available on the [PAADU Program webpage](#). All PAADU standard plans are single-story, freestanding, all electric buildings and less than 1,200 square feet floor area.

Contact Design Professional

After choosing a PAADU design, contact the design professional for the chosen design as listed on the webpage. A private contract and agreement between the property owner and design professional will be created, the City is not a part of the agreement and has no role in the design selection process.

C. Prepare the Site Specific PAADU Submittal Package

The property owner and PAADU design professional should work together to prepare the Site Specific PAADU Submittal Package after reviewing and discussing the development decisions and other information listed below.

- Finalize the chosen PAADU plan selection vs. site restrictions/conditions.
 - Determine plan options, if any.
 - Define additional site improvements and/or upgrades required, if any.
 - Determine utility infrastructure - separate or shared utilities for ADU and the existing single family dwelling (SFD).
- Prepare and finalize the project site plan, including:
 - ADU placement on specific property.
 - Proposed utility locations. Determine chosen utility option, separate connections for the ADU or shared with the main SFD.
 - Sewer connection location.
 - Low Impact Development (LID) requirements, see further discussion below.
 - Electric service required is 200A (225 bus) minimum.
- As part of the building data and scope of work statement list whether fire sprinklers and a photovoltaic (PV) solar panel system are required for the PAADU.
 - If either is required, also add a note that separate permits are required for fire sprinklers and PV solar systems.
- Planning and zoning compliance:
 - Open space requirement, if applicable.
 - Lot coverage.
 - Landscape areas.
- Low Impact Development (LID) compliance measures:
 - Choose one Small Scale Residential LID BMP measure from the Fact Sheets available on the [LID Standards](#) webpage.
 - Following the Design Criteria and Considerations listed on the fact sheet determine the minimum size or quantity, and location on the site for the chosen measure.
 - Include a completed [FORM-009 LID Project Information](#) and both pages of the Fact Sheet for the chosen LID BMP measure on a sheet in the plans.
- Energy report:
 - The energy report described here may be provided to the building inspector in the field during construction; or, may be part of the PAADU submittal package.
 - Provide all pages of a site-specific, HERS registered, energy compliance report (CF-1R) and residential mandatory measures on full size plan sheets.

PART II. OVER THE COUNTER (OTC) PLAN REVIEW AND PERMIT ISSUANCE

A. Scheduling & Preparing for an OTC Plan Review Appointment

Projects using PAADU standard plans are eligible for the Over-the-Counter (OTC) Plan Review Service which may result in faster plan review and issuance of permits compared to the Plan Check Submittal Service. In-Person appointments are available Monday - Friday, 8 am to 3 pm, excluding holidays, and on Wednesday from 9 am to 3 pm.

Scheduling Plan Review Appointment

- On the webpage [Schedule an Appointment](#) for “Minor Building Plan Check/Re-Check”.

What to Bring the Day of the Plan Review Appointment

- On a USB drive, bring separate .pdf files clearly labeled for each of the following:
 - [APP-001 Development Permit Application](#) completed and signed by the applicant.
 - Completed [FORM-028 Plot Plan](#).
 - The Site Specific PAADU Submittal Package as described in in Part I.C. with all plan sheets saved into one .pdf file.

B. What to Expect During the OTC Plan Review Appointment

Various plan review and department staff will review the plans and process the permit application during the OTC Plan Review Appointment.

Building Plan Review

- Building staff will review the Site Specific PAADU Submittal Package, forms and documents for completeness and compliance with all building code requirements.
- The submittal package will receive building approval; or, a list of all required plan corrections, clearances, and signed forms will be provided to you.

Planning Plan Review

- Planning staff will review the plans and documents for compliance with the zoning code requirements.
- The submittal package will receive planning approval; or, a list of all required plan corrections will be provided to you.

Application Data Entry & Plan Review Fee Payment

- A permit technician will input the application information into the permit system and direct you to the cashier for payment.

C. Permit Issuance

When all plans, clearances and forms are completed and approved by all reviewers the project will be ready for permit issuance. If the permit is not issued the same day as the approval, please schedule an appointment for “Approved Plans Ready-To-Issue (RTI) Permits” service. Please refer to the permit issuance information and instructions on the [Schedule an Appointment](#) webpage, and [IB-029 Eligibility to Obtain a Construction Permit](#).

What to Bring for Permit Issuance

- A copy of the Ready-to-Issue (RTI) email received from the building plan review staff.
- Identification and authorization to sign for owner or contractor, etc.
- Credit card or check for payment of the remaining permit fees.

To request this information in an alternative format or to request a reasonable accommodation, please contact the Development Services Department at longbeach.gov/lbcd and 562.570.3807. A minimum of three business days is requested to ensure availability; attempts will be made to accommodate requests with shorter notice.