

ADU PERMIT APPLICATION | Package Submittal Checklist

PLEASE READ THE FOLLOWING INFORMATION BEFORE PROCEEDING:

To create one or more Accessory Dwelling Units (ADUs) or Junior ADUs that meet the criteria under West Hollywood Municipal Code (WHMC) [Section 19.36.310\(D\)\(1\)](#), or to legalize an existing unpermitted ADU or JADU that was constructed prior to January 1, 2020, apply directly for a Residential ADU or ADU Conversion permit with the Building & Safety Division through the [Permit & License Portal](#).

To create one or more (Junior) Accessory Dwelling Units pursuant to West Hollywood Municipal Code Section 19.36.310(D)(2) that is consistent with Government Code Sections 66314–66322, apply for an ADU Permit with the Planning Division by submitting this application through the [Permit & License Portal](#).

The City of West Hollywood will review ADU Permit applications in compliance with SB 543 under Government Code Sections 66317 and 66335, as amended. A complete application is required to process an ADU Permit that includes the items listed below. Check the boxes to indicate completion of item; do not check if item is not complete. Contact Planning Division staff at planning@weho.org for fee schedule and payment information.

SUBMITTAL REQUIREMENTS

- Package Submittal Checklist (this sheet)
- Permit Information Form
- Maps, Drawings, and Project Data (see Plan Submittal Requirements)
- Green Building Program Checklist (see Plan Submittal Requirements)
- Owner's Affidavit & Acknowledgment Form
- Letter of Agency Form
- ADU Permit Application Fee

Upon approval of an ADU Permit, the next step is to apply for a Residential ADU or ADU Conversion permit with the Building & Safety Division. For detailed information regarding the submittal requirements for this step, please refer to the [Residential Post Entitlement Plan Check Submittal Checklist](#).

ADU PERMIT APPLICATION | Permit Information Form

PERMIT NUMBER(S): _____

PROPERTY INFORMATION:

STREET ADDRESS

PRESENT/LAST USE OF PROPERTY

PROJECT PROPOSAL:

Summarize the project below or attach a narrative on additional pages the describes (1) Demolition of structures and new construction (in square feet & number of units) and (2) Proposed use or activities.

PROPERTY OWNER:

NAME PHONE NUMBER EMAIL

ADDRESS CITY STATE

APPLICANT: This is the person who will be contacted regarding this application and will referred to as the 'applicant' hereafter

NAME PHONE NUMBER EMAIL

ADDRESS CITY STATE

ARCHITECT OR DESIGN OF RECORD: (If applicable)

NAME PHONE NUMBER EMAIL

ADDRESS CITY STATE

LEGAL DESCRIPTION:

ASSESSOR'S PARCEL NUMBER: BOOK PAGE PARCEL

SIGNATURE (APPLICANT) DATE

ADU PERMIT APPLICATION | Plan Submittal Requirements

PROJECT DRAWINGS:

The following drawings and information **MUST** be included with your application submittal. Note that in the City of West Hollywood, many project drawings must be prepared and certified by licensed design professionals (Architect and Landscape Architect) and engineering professionals (Surveyor, Civil Engineer, Structural Engineer, Soils/Geotechnical Engineer, Seismic Engineer, etc.) In accordance with State Law, professionals are not permitted to stamp and sign documents or drawings that have not been prepared by them or under their direct supervision. All drawings should be completely legible, even if reduced in size.

ARCHITECTURAL DRAWING CONVENTIONS

- Provide north arrow on all plan sheets, and orient with north toward the top (if possible);
- All views must be drawn to scale, with scale noted. Use engineer's or architect's scale (e.g.: 1" = 10' or 1/4" = 1'-0", etc.) In addition, provide a legible graphic scale on each sheet, for help when drawings are reduced.
- Indicate demolished walls, elements, and features with dashed lines, existing conditions to remain as solid lines and new walls as filled lines;
- Provide correct submittal date on all drawing sheets;
- Use proper line weights (i.e. heavy for cut through elements, or major outlines; medium for most objects and features, light for fine detail, hatching, door swings, etc.);
- Show stairs accurately with arrows indicating direction;
- Show all property lines on all plan, section, elevation sheets . Do not use edge of paper for property lines;
- Utilize a clear, rational sheet-numbering system. Drawings/Exhibits should be sequenced per this list sequence;
- Provide sufficient labeling, notation, and dimensioning to allow a complete review of the project.
- All drawings must be consistent and describe aspects of a single design. Changes to design shall be reflected completely, updated on all applicable drawings (plans, elevations, sections, schedules, and details).
- Drawing scales, line weights, hatch patterns, and text sizes should all be considered carefully, since sheets are often reduced and must remain legible.

1. PROJECT SUMMARY (INCLUDE ON TITLE SHEET OR SITE PLAN SHEET)

(Check left-hand boxes to indicate completion of item; do not check if not complete; use right-hand blanks to note relevant sheet number.)

- a. Title sheet including applicable codes (2025 California Residential, Mechanical, Electrical, Plumbing, with 2026 Los Angeles County Amendments), Building Code Data (Occupancy Group, Type of Construction, Floor area per occupancy and story); ___
- b. Complete index including all sheets and exhibits; ___
- c. Address and legal description of subject property; ___
- d. Name, address, phone number, and email address of the applicant, owner, and architect; ___
- e. Include ownership profile if an LLC listing; ___
- f. Existing and proposed land use, number of stories, maximum height from grade, and zoning summary; ___
- g. Proposed building square footage; include existing square footage if applicable; ___
- h. Size and number of dwelling units; ___

2. SITE SURVEY (ONLY REQUIRED FOR NEW CONSTRUCTION OR ADDITIONS)

- a. Prepared, signed, and wet-stamped by a California State licensed surveyor; ___
- b. L.A. County Assessor's parcel information; ___
- c. Property lines; lot area, site dimensions, metes and bounds; ___
- d. Topography/contour lines; ___
- e. Adjacent streets, alleys, sidewalks, and other public ways that abut the property; ___
- f. Easements, dedications, and any encumbrances (per current title report); ___
- g. Landscaped and paved areas; note permeable and non-permeable areas; ___
- h. Driveways, curb cuts, and parking areas; label number of parking spaces and dimensions; ___
- i. Fences and walls; label height and width or thickness; ___
- j. Footprints of existing structures on the property; note square footage per floor, number of stories, existing land uses; note building heights (top of roof ridge and eave, and/or top of parapet); ___
- k. Footprints of existing structures on adjacent properties (both sides and rear, if applicable); ___
- l. Setbacks: dimension distances between structures and all property lines (front, side, and rear); ___
- m. Location and species of all existing trees, both on the property and any street trees adjacent to the property; note trunk diameter and drip line. Identify any native trees, for example S. California species (see Southern California Native Tree List in West Hollywood's Heritage Tree Ordinance); ___
- n. Location of all existing utilities items at, below, and above grade that includes controls, linear runs, boxes and/or vaults; ___

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3. PHOTOGRAPHS

- a. Eye-level exterior photographs of the subject and adjacent properties. ___

4. EXISTING SITE PLAN (1/16" = 1'-0" MINIMUM)

- a. Lot size and dimensions, existing building footprints, with indication of square footages, number of stories, and land use; ___
- b. Dimensions from all structures to front, side and rear property lines; ___
- c. Dimensions of existing buildings, driveways, parking spaces, and hardscape areas; ___
- d. Fences and walls; Landscaped and paved areas; ___
- e. Location and species of trees on property and the diameter of tree trunks; ___
- f. Streets and alleys (labeled with names), curbs, parkways and sidewalks adjacent to the property; ___
- g. Footprints of all buildings on adjacent properties, including at sides and rear, with dimensions to property lines; ___

5. PROPOSED SITE PLAN (1/16" = 1'-0" MINIMUM)

- a. Lot size and dimensions, and ground-floor building footprints with dimensions to property lines; ___
- b. Vehicular entrance and exit locations; site access and building entry locations; ___
- c. Location, width, and description of any public or private easements (e.g., driveways, roadway, access, telecommunications, or utility rights-of-way). If none, note "No easements" on the site plan; ___
- d. Proposed parking access or surface areas with parking stalls, driveways, turning areas, visibility windows, all fully dimensioned; ___
- e. Street trees and locations, and materials for all proposed parkways and improvements; existing street parking meters and spaces; ___
- f. All landscaped and paved areas, including stoops and paths; existing trees to remain, to be removed, and new trees; ___
- g. Trash/recycling area, open-air mailboxes, and utility meters (water, gas, electric, etc.) if at grade, and main fire department connection valves or standpipes and backflow preventers, pad-mounted or pole mounted or subterranean transformers, security gates, and perimeter fencing or walls; ___
- h. Footprints of all buildings on adjacent properties, including at sides, rear; ___

6. FOUNDATION PLAN (1/16" = 1'-0" MINIMUM)

- a. Footing sizes and reinforcing; ___
- b. Slab thickness, reinforcing and moisture barrier, if required; ___

7. FLOOR PLANS (1/16" = 1'-0" MINIMUM)

- c. Complete floor plan for all levels, including existing and proposed work, fully dimensioned, labeled, and annotated; ___
- d. Building footprint, property lines, interior arrangement of units, rooms and spaces labeled and dimensioned; ___
- e. Label and identify existing primary dwelling and existing/proposed ADU or JADU.
- f. Windows and doors, plumbing fixtures, electrical fixtures, permanent casework and mechanical fixtures, exterior storage components; ___
- g. Stairs, ramps, elevators, lifts, floor-level changes, and other vertical circulation; ___
- h. Framing information (size, spacing, and directions of joists and rafters, headers, beams and columns, shear walls, floor diaphragms) included here or on a separate framing plan; ___
- i. Utility meters (water, gas, electric, etc.), main fire department connection valves, pad-mounted transformers and all other equipment; ___
- j. Trash and recycling enclosures, mailboxes, fences, walls, and railings; ___
- k. Security gates and/or perimeter enclosures; ___
- l. On Roof Plan, locations and dimensions of mechanical equipment, equipment screening, and solar panels (if applicable); ___
- m. Identify roof materials, slope, ridges, valleys and overhangs, framing members, and drainage features (drains, gutters, downspouts, etc.); ___
- n. Key/mark building sections and details on all relevant plan drawings; ___
- o. Overhead features (e.g., overhangs, ledges, balconies, stairs, etc.) should be indicated using dashed lines; ___

8. BUILDING SECTIONS (1/8" = 1'-0" MINIMUM)

- a. Two cross-section drawings (one in each direction is recommended) through the proposed project and the entire site, extending beyond property lines to fronting street(s), and/or existing buildings on adjacent properties; ___
- b. Framing sections that show roof, floor and wall construction, and foundation; ___
- c. Label the location of the cross-section drawings on the floor plan(s); ___
- d. Cross-section drawings shall be the same scale as building elevations; ___
- e. Dimension overall heights, floor-to-floor heights, typical ceiling heights; and natural and finished grade on each section; ___
- f. Include maximum height envelope on all sections, and indicate height measurement method; ___

9. BUILDING ELEVATIONS (1/8" = 1'-0" MINIMUM)

- a. Complete elevations of proposed structures including front, sides and rear; name/title elevations reflecting north, south, east, and west orientations; ___
- b. Overall heights, ceiling and floor-to-floor heights, guardrails, and other important dimensions; ___

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- c. Finish materials, doors, windows, level changes, roof slopes, roof drainage (scuppers, downspouts, gutters, etc.), shading devices, vents, and all significant architectural elements or features; ___
- d. Operation of all gates, doors and windows: e.g., fixed, sliding, hinge/swing, casement, awning, hopper, etc. This should match information on floor plans and door/window schedules; ___
- e. Proposed utility meters, transformers, utility boxes, and other equipment; ___
- f. For building additions and renovations, distinguish work from existing to remain, as well as proposed and existing materials and colors; ___
- g. Landscape planting (trees, shrubs, creeping plants) may be indicated as outline shapes/forms, but not shown as fully grown, or in any way that obscures the view of the building façades; ___

10. GREEN BUILDING PROGRAM CHECKLIST (ONLY REQUIRED FOR NEW CONSTRUCTION OR ADDITIONS)

- a. Download mandatory checklist on the [Green Building Program Webpage](#); ___
- b. Complete and include as a plan sheet; ___

11. LOS ANGELES COUNTY FIRE DEPARTMENT APPROVAL

- a. Projects located in a High Fire Severity Zone require review and approval from Los Angeles County Fire Prevention. For ADUs not located in a High Fire Severity Zone, LA County [Form 195](#) must be completed to waive a project review by Los Angeles County Fire Prevention; ___

OWNER'S AFFIDAVIT

State of California, County of Los Angeles

I, (We), _____
 hereby declare under the penalty or perjury that I (we) am (are) the owner(s) of the property involved in this request, or if the owner is a corporation or other entity, that I (we) am (are) duly authorized to execute this affidavit on behalf of said corporations or entity. I (we) further declare that the foregoing statements and the information submitted herewith are true and correct.

I, (We) hereby authorize _____ (list applicant's name)
 to apply for _____ (application type: ADU)
 for _____ (list type of activity).

PROPERTY OWNER:

NAME _____

SIGNATURE _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____

CAPACITY CLAIMED BY SIGNER:

- INDIVIDUAL(S)
- PARTNER(S)
- TRUSTEE(S)
- CORPORATE OFFICER(S)
- ATTORNEY IN-FACT
- OTHER

SIGNER IS REPRESENTING:

NAME OF PERSON(S) OR ENTITY(IES) _____

TO ALL APPLICANTS:

Employees of the City of West Hollywood will give every possible assistance to anyone who desires to utilize the remedies provided by the City's zoning ordinance. However, the burden of proof is on the applicant to make the showing necessary before any of the described permits can be granted. Also, there is no guarantee - expressed or implied - that any permit will be granted by whatever agency or individual has authority in the matter. The applicant shall understand also that each matter must be carefully investigated and, after a staff investigation has been made or a public hearing has been held, the staff's recommendation or decision may be contrary to a position taken in any preliminary discussions.

The staff is not permitted to assist the applicant or any opponents of the applicant in preparing arguments for or against a request. I have read the foregoing and understand that I HAVE THE BURDEN OF PROOF in the matter arising under the application made by me.

APPLICANT'S SIGNATURE _____

DATE _____

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Los Angeles

On _____ before me, _____, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

SIGNATURE

SEAL:

ADU PERMIT APPLICATION | Letter of Agency

LETTER OF AGENCY

This letter empowers the Sheriff's Department to remove any unauthorized persons from your property without first contacting the owner for a formal trespassing complaint. Without this letter, the Sheriff's Department can only warn people that they should leave, but cannot force them to do so. This Letter of Agency should be filled out and signed by the property owner, then submitted to the Planning and Development Services Department or West Hollywood Sheriff's Station. The Letter of Agency will only be valid if you have closed your property to public access and posted "No Trespassing" signs. The letter needs to be renewed every six months if necessary.

PROPERTY OWNER:

NAME PHONE NUMBER BUSINESS PHONE

ADDRESS CITY STATE ZIP CODE

DATE

TO: PLAN EXAMINER,
WEST HOLLYWOOD SHERIFF'S STATION

I am the owner of the property at _____

The property is a(n): APARTMENT HOUSE PRIVATE RESIDENCE BUSINESS VACANT LOT

I am authorizing the Los Angeles County Sheriff's Department to arrest for trespassing any persons found on the property without my consent or without lawful purpose.

I certify that the property listed above is closed to the public and is posted as being closed in accordance with 602 n. P.C.*

I understand that this letter is valid for a maximum period of six months and it is my responsibility to renew the letter at that item if the need still exists.

SIGNATURE (APPLICANT) DATE

* Please be advised: this letter is only enforceable if "no trespassing" signs are correctly posted.

SHERIFF'S DEPARTMENT USE ONLY

BRIEFED: _____

PLACED W/ DEP BOARD: _____

PROCESSED BY: _____

EXPIRES ON: _____ DATE: _____