

Laguna Niguel Pre-Approved ADU Program (PAADU)

Program Process Handout

Step 1 - Consult with City Staff:

Before embarking on the process of constructing an ADU using the PAADU Program, consult with City staff in the Planning Division and Building & Safety Division to resolve any questions and ensure a quick permitting process.

Step 2 - Gather Permit Materials for Submittal:

Materials for submittal:

- Residential Building Permit Application
- OCFA Screen Check Form (Residential)
- ADU Checklist
- Pre-Approved Plans
- Pre-approved structural calcs.
- Water Quality Management Plan
- Water Reduction and Recycling Plans

Checklist: <https://cityoflagunaniguel.org/DocumentCenter/View/26144/ADU-Checklist>

Step 3 - Submit the Permit Application:

Submit the application and required materials at the Building & Safety Division public counter.

For more information on submitting at the public counter, please visit: <https://cityoflagunaniguel.org/113/Building-Safety>

Step 4 - Staff Review:

The submittal package will be routed to the Building & Safety Division and Planning Division. Pre-Approved plan submittals are to be reviewed within 10 business days. Each division will review and provide comments. Comments will be made available to applicants once the review is complete.

Introduction

This handout has been prepared to provide residents with a simplified explanation of the Laguna Niguel Pre-Approved ADU Program approval process. Following each step as closely as possible will allow for smoother transition from step-to-step for both the applicant and City staff.

For questions please reach out to the following departments:

Planning

Email - planning@cityoflagunaniguel.org
Phone - (949) 362-4300

Building

Email - bpermit@cityoflagunaniguel.org
Phone - (949) 362-4300

Step 1

Consult with City Staff

Step 2

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Step 3

Submit the Permit Application

Step 4

Staff Review

Step 5 - Additional Submittal:

If the reviewing divisions provide comments to the applicant that require revisions on the proposed plans, the applicant will update the plans and re-submit. The reviewing divisions have five business days to review.

Step 5

Additional Submittal

Step 6 - Permit Issuance:

Once the applicant has received approval from the applicable reviewing divisions, the building technician will issue the building permit.

Step 6

Permit Issuance

Step 7 - Construction:

The applicant's hired contractor may begin construction on the new ADU once the applicant has received a building permit.

Step 7

Construction

Step 8 - Inspection:

Using the CSS Portal, contractors can schedule the necessary inspections during the construction process.

The CSS Portal can be found here: <https://cityoflagunaniguelca-energovweb.tylerhost.net/apps/selfservice#/home>

Step 8

Inspection

Step 9 - Certificate of Occupancy:

The contractor will receive the certificate of occupancy once all inspections have been completed. The new ADU can now be used.

Step 9

Certificate of Occupancy