

# 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://cityoflagunani.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://cityoflagunani.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@cityoflagunani.org](mailto:planning@cityoflagunani.org)  
Phone - (949) 362-4300

#### Building

Email - [bpermit@cityoflagunani.org](mailto:bpermit@cityoflagunani.org)  
Phone - (949) 362-4300



### Step 1

Consult with City Staff



### Step 2

Gather Permit Materials for Submittal



### 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 6 - Permit Issuance:

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



### Step 5

Additional Submittal



### 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://cityoflagunani.org/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