



AFFORDABLE HOUSING STREAMLINED APPROVAL PROCESS

Under the direction of the Mayor’s [Executive Directive 13 – Support for Affordable Housing](#) and due to the recent State Housing Crisis Act (SB330), LADBS has developed the Affordable Housing Streamlined Approval Process (ASAP) to prioritize the plan check and permitting of qualified affordable housing developments consisting of:

1. New construction or rehabilitation of ten or more units that contain (per ED 13):
 - a. at least 20% of on-site rental units that have rents restricted so as to be affordable to and occupied by low-income households or
 - b. at least 30% of on-site for-sale units that have sales prices restricted so as to be affordable to and occupied by low- or moderate-income households
2. Housing Development Projects per SB 330 that are referred over from City Planning to have a Preliminary Zoning Assessment Report form completed by LADBS as part of the discretionary action filing

As part of the building permit process, it is typically required that a complete set of architectural and structural plans are submitted to LADBS for plan check review. ASAP allows for the partial submittal of building plans for these qualified projects so that the design team may obtain plan check corrections early on. They will also be able to understand any red flags in the design and be given a clearance sheet listing the other city agency approvals required for their permit. This will allow for a concurrent path of design and permitting and provide for a more streamlined process.

The following is allowed for partial submittal of plans:

	DESIGN TEAM	LADBS
CONCEPTUAL DESIGN PHASE	Request assistance from Development Services Case Management by submitting a Service Request Form . (OPTIONAL)	Development Services Case Management offers services such as zoning feasibility studies, pre development meetings with other city agencies, and preliminary review meetings to answer specific code questions based on a project’s scope and size (see DSCM Description of Services matrix for more information)
ARCHITECTURAL ZONING PLANS SUBMITTAL	<ul style="list-style-type: none"> Submit complete architectural plans sufficient to show compliance with the LA Zoning Code¹ Pay 30% of the plan check fees based on the entire project valuation. 	<ul style="list-style-type: none"> Assign a Plan Check Engineer to the project. Review the architectural plans for compliance with the LA Zoning Code Generate plan check correction comments identifying code violations for zoning Generate a Clearance Summary Worksheet identifying clearances required by other agencies Complete the Preliminary Zoning Assessment Report if project is per SB 330
	<ul style="list-style-type: none"> Revise plans to correct the code violations. Start obtaining clearance approvals from various development services agencies. Design team meets with the Plan Check Engineer to address corrections. 	
ARCHITECTURAL BUILDING PLANS SUBMITTAL	<ul style="list-style-type: none"> Submit complete architectural plans sufficient to show compliance with fire life safety, disabled access and green building codes² Pay 40% of the plan check fees based on the entire project valuation. 	<ul style="list-style-type: none"> Review architectural for compliance with the LA Buildings Codes for compliance with fire life safety requirements, grading, disabled access and green building codes. Meet with the design professionals to verify compliance.
	<ul style="list-style-type: none"> Revise plans to correct the code violations. Design team meets with the Plan Check Engineer to address correction comments. 	
STRUCTURAL BUILDING PLANS SUBMITTAL	<ul style="list-style-type: none"> Submit complete structural and civil plans and calculations with detailed information² Pay the remaining 30% plan check fees. 	<ul style="list-style-type: none"> Review structural and civil plans and calculations Generate plan check correction comments identifying code violations.
	<ul style="list-style-type: none"> Revise plans to correct the code violations. Complete obtaining clearance approvals. Design professionals to meet with the Plan Check Engineer to address correction comments and issuance of the building permit. 	

1. A Zoning submittal shall be a complete set of architectural plans showing compliance with the Zoning requirements such as floor area, building heights, yard setbacks and parking layout design. This will consist of fully dimensioned site plan, floor plans and elevations.
2. Each phase of the submittal shall include complete package with all of the information needed to provide complete plan check. Disabled Access and Green Building Code plans may be submitted separately, but not later than the Structural submittal.

To initiate ASAP, please email ladbs.ASAP@lacity.org.