

# Quick Reference Approval Guide For Alterations and Additions to an Existing Single Family Dwelling (“SFD”) (With or Without a Garage)

## PURPOSE

This Guide is designed to help homeowners and contractors understand the services provided by the City and the fees they can anticipate when planning an addition or alteration to an existing single family dwelling (“SFD”). While each project is unique, the information that follows provides guidance for the most common building situations in our community by focusing on the approval processes required by the City Planning Division, Building Division, Public Works Department and the Fire Department.

## HOW TO GET STARTED

1. Begin by visiting the City Planning and Building Counter to request information on required Zoning Code requirements for your project.
2. Once you have confirmed that your proposed project is consistent with the City’s Zoning Code, speak with the Building Division Plan Checker regarding Building Code requirements that might have a significant impact on your desired project.
3. Visit the Public Works Department if your proposed project:
  - Abuts or impacts protected trees<sup>1</sup> or the public right-of-way,
  - Required prior approval by the Planning Commission and the Public Works Department established conditions of approval; or
  - Required Public Works Department approval is indicated by the Planning and Building Department.
4. Visit the Fire Department if:
  - Fire sprinklers are required to be installed, or you are voluntarily installing a fire sprinkler system, or
  - Your project required prior approval by the Planning Commission and the Fire Department established conditions of approval.

## CONTACT INFORMATION AND NORMAL BUSINESS HOURS

### Planning Division

Located on the 1<sup>st</sup> floor of City Hall (Enter off of Mission Street)  
(626) 403-7220 (General Information)  
Available Hours: 7:30 to 5:30 M-Th, 7:30 to 4:30 on Fridays

### Building Division

Located on the first floor of City Hall (Enter off of Mission Street)  
(626) 403-7224 (General Information)  
(626) 403-7226 (Inspection Request Line)  
Available Hours for:  
Permit Issuance: 7:30 to 5:30 (M-Th), 7:30 to 4:30 (Fri)  
Inspector Office Hours: 7:30 to 9:30 A. M. (Mon. thru Fri.)  
Plan Checker Hours: 1:30 to 3:00 P. M. (Mon., Wed., & Fri.)

### Public Works Department

Located on the 2<sup>nd</sup> floor of City Hall (Enter off of Mission Street)  
(626) 403-7240 (General Information)  
Available Hours:  
7:30 to 5:30 M-Th, 7:30 to 4:30 on Fridays

### Fire Department

Located on the East Side of City Hall (Enter off of Mound Ave.)  
(626) 403-7300 (General Information)  
(626) 403-7304 (Fire Marshall)  
Available Hours:  
Hours vary based on available staffing

<sup>1</sup> Additional information regarding protected trees or Tree Removal Permits can be obtained from the Public Works Department. (See next page for contact information.)

## PLANNING DIVISION APPROVAL REQUIREMENTS

		Dwelling is ON the Historic Inventory	Dwelling is NOT ON the Historic Inventory	APPROVAL REQUIREMENTS
Average slope of the lot is less than 30%	Interior only alterations	1	1	<ol style="list-style-type: none"> <li>Requires over-the-counter review by Planning Division staff.</li> <li>Review by the City Design Review Board ('DRB') may be required. Contact the Planning Division for additional information.</li> <li>Approval by the City Cultural Heritage Commission ('CHC') may be required. Contact the Planning Division at (626) 403-7220 during normal business hours for additional requirements and information regarding costs.</li> <li>Approval by the City Planning Commission may be required. Contact the Planning Division at (626) 403-7220 during normal business hours for additional requirements and information regarding costs.</li> <li>Certain exterior improvements including roofing, wall finishes, and window change-outs may be handled at City staff level or by the Chair of either the DRB or the CHC. Contact the Planning Division at (626) 403-7220 for additional information.</li> </ol>
	Additions and exterior alterations	1, 3, 5	1, 2, 5	
Average slope of the lot is 30% or greater	Interior only alterations	1	1	
	Alterations affecting exterior finishes	1, 3, 5	1, 2, 5	
	Additions	1, 3, 4	1, 2, 4	
Fees	<ol style="list-style-type: none"> <li>Fees are generally not required for over-the-counter plan review services and DRB or CHC Chair approvals.</li> <li>Fees are required to be paid for projects requiring approval by the Design Review Board, the Cultural Heritage Commission or the Planning Commission. These fees vary based on the actual proposed scope of work. Contact the Planning Division for specific information.</li> </ol>			

## BUILDING DIVISION APPROVAL REQUIREMENTS

	Single Story Structures	Structures other than single story including basements	APPROVAL REQUIREMENTS
<b>Interior Alterations Only</b>	1	2, 3	<ol style="list-style-type: none"> <li>1. Requires over-the-counter review by the Building Division Plan Checker. The plan checker is available Monday through Wednesday and Fridays from 1:30 to 3:00 P. M. Contact the Building Division at (626) 403-7224 for additional info.</li> <li>2. Plan review by the Building Division is required. Depending on the specific scope of work, over-the-counter plan review may be possible.</li> <li>3. Single story additions of less than 500 square feet in total floor area <b>may</b> be done over-the-counter by the Building Division. <b>Applicants remain solely responsible for compliance with all code requirements not addressed during the over-the-counter plan review process.</b></li> <li>4. Unless otherwise permitted, storm water from all new impervious area must be directed to drain to the public right-of-way. A grading plan may be required.</li> <li>5. A grading and drainage plan is required. Certain exemptions exist for small amounts of grading. Contact the Building Division Plan Checker for additional information.</li> <li>6. Requires compliance with Los Angeles County storm water requirements. See <a href="http://dpw.lacounty.gov/wmd/NPDES/">http://dpw.lacounty.gov/wmd/NPDES/</a> for additional information.</li> <li>7. Construction involving disturbance of more than 1000 cubic yards of earth in any combination of cut, fill, import or export requires a grading security deposit with the Building Division. The dollar amount of the security is based on the actual scope of work.</li> </ol>
<b>Exterior Alterations Only</b>	1	1	
<b>Work includes additional roof or floor area</b>	3, 4	2, 4	
<b>Construction involves earthwork outside of the dwelling or garage footprint</b>	5, 6, 7	5, 6, 7	
<b>Fees</b>	<p>Building plan review and permit fees are based on the valuation of the work as determined or accepted by the Building Official. Fees are required for all plan review activities, and must be paid at the time of plan review. Fees are generally not charged for discussions with the plan checker other than for an over-the-counter plan review. Permit fees are collected at the time of permit issuance. Separate permits may be required for grading, electrical, mechanical and/or plumbing work.</p> <p>Where required, additional fees must be paid to the City of South Pasadena School District and/or the Los Angeles County Sanitation District prior to issuance of the building permit. Proof of payment will be required.</p> <p>Additional fees may be collected by the City for General Plan Maintenance, Growth, and Parks and Recreation at the time of building permit issuance.</p> <p><i>An Estimated Fees for Residential Development form is available from the Planning and Building Division to assist you in estimating plan review and permitting costs.</i></p>		

## PUBLIC WORKS DEPARTMENT APPROVAL REQUIREMENTS

Review and approval by the Public Works Department is required for any work, specifically including grading, that is located within the public right-of-way. Public Works approval may also be required for any work, including grading, that is located immediately adjacent to the public right of way or involves shoring of a protected tree located within the project area.

A Tree Removal Permit from the Public Works Department may also be required where a tree is required to be removed as part of the project scope of work. Additional information can also be viewed at: [http://www.ci.south-pasadena.ca.us/publicworks/PDFs/pp\\_rem\\_repl\\_permit.pdf](http://www.ci.south-pasadena.ca.us/publicworks/PDFs/pp_rem_repl_permit.pdf).

For further information, contact the Public Works Department at (626) 403-7234 during normal business hours.

## FIRE DEPARTMENT APPROVAL REQUIREMENTS

Review by the Fire Department is required where fire sprinklers are being installed or modified, or where a fire alarm (other than smoke detectors) is being installed or modified.

**Notes:**

1. The California Building and Fire Code requires that all new single family dwelling have fire sprinklers installed.
2. The City of South Pasadena Municipal Code requires the installation of fire sprinklers as part of certain additions or alterations. Contact the Fire Department at (626) 403-7300 during normal business hours for additional information