

OVERVIEW

[AB1332](#)¹ requires every jurisdiction to give designers the option to have their ADU plans reviewed, pre-approved for reuse, and listed online as of January 1, 2025.

Jurisdictions have 60 days to review complete applications for pre-approval. They may also choose to include plans that they previously approved and/or plans that have been pre-approved by other jurisdictions within the state (with the permission of the designer).

When jurisdictions receive applications to use plans that have been previously pre-approved, they have 30 days to review, as long as the submission is identical to the pre-approved plan being used. **The law only requires jurisdictions to have a process in place, not to develop plans.**

HOW IT WORKS

Part 1 – Pre-Approval of Submitted Plans (No Site)	Part 2 – Using Pre-Approved Plans (Site-Specific)
<ol style="list-style-type: none"> 1. Designer submits application for pre-approval for an ADU plan with no site or address. <i>Does not include site-specific materials</i> (like a site plan, foundation plans, and utility connections). 2. Staff review complete application within 60 days and ask for corrections as needed. 3. Designer resubmits as requested until approved. 4. Staff list pre-approved plan details and designer contact online as provided by the applicant (it is not required to post plan sets). 	<ol style="list-style-type: none"> 1. Homeowner selects a pre-approved plan and contacts the designer directly to receive plan set. 2. Homeowner submits site-specific application, usually with the help of the designer or another professional. <i>Includes site-specific materials not reviewed during pre-approval</i> (like a site plan, foundation plans, and utility connections). 3. Staff review complete application within 30 days (pre-approved plan being used must be identical). 4. Homeowner resubmits as requested until approved and building permit is issued.
<p>Notes: Staff must remove listings within 30 days if requested by the designer. Pre-approval expires at the end of the building code cycle.</p>	<p>Note: 30-day review also applies if someone uses a plan identical to one previously approved locally, even if it hasn't gone through a pre-approval process.</p>

¹ Government Code Section 65852.27

AB1332 PRE-APPROVAL PROCESS CHECKLIST

To ensure your jurisdiction has a process in place to meet requirements, the following steps are recommended:

Part 1 – Pre-Approval of Submitted Plans (No Site)

- Prepare your permitting system for applications with no site or address.** Some permitting software allows applications to be entered with no address, but if your jurisdiction does not, decide on a simple address to be used for all pre-approved plan applications, like 123 ADU Plan Street.
- Decide what will be included in your review for pre-approved plans.** Review permit application materials, talk amongst departments, and determine the requirements for an application with no site or address. Develop a list of what additional information will be needed for the site-specific applications.
- Create and/or adjust application forms for pre-approval (and guidance to go above and beyond).** Indicate no address as a selection option where applicable and update existing checklists, forms and websites with details on the pre-approved plan application requirements.
- Optional: Consider developing a simple one-page summary guidance** to ensure both staff and those submitting are clear on the requirements and process.
- Optional: Add a pre-approval opt-in to ADU permit applications.** Add the option for designers to go through pre-approval at the same time as normal permitting for a site-specific ADU design. Be clear this means they're willing to use the design repeatedly and what elements of the design are pre-approved.
- Identify how to track pre-approvals.** Decide on how to track pre-approvals within existing systems, including which ones are in-process and accepted, date of approval, and permit numbers. This will help with site-specific applications, usage tracking, and pre-approval expiration at the end of the code cycle.
- Determine whether to add an administrative fee for the pre-approval process.** Assess if fees should be included, based on the administrative costs associated with the pre-approval process. Section 2 of the law allows for an additional fee to be added if that is the case: *“No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because a local agency or school district has the authority to levy service charges, fees, or assessments sufficient to pay for the program or level of service mandated by this act, within the meaning of Section 17556 of the Government Code.”*
- Determine how you will list plans online.** Coordinate with the relevant web team/IT department or choose another tool for listing your plans online. Listings must include designer contact information so homeowners can move forward with a plan. We recommend also including basic details to help homeowners distinguish between plans, like name, square footage, and stand out details.
- Develop a process for how listings will be added after a plan is pre-approved and removed.** Consider adding questions to the pre-approval application so you have all the relevant information needed to post listings online. You are also required to take listings down within 30 days if a designer requests it, so it is also important to set up a process for how you will take requests for removals and remove plans.

Part 2 – Using Pre-Approved Plans (Site-Specific)

- Determine the review process for site-specific applications using pre-approved plans.** You will need to compare the site-specific application to the pre-approved plan to ensure relevant details are identical. If not, the application does not qualify for expedited 30-day review. Some jurisdictions have Planning staff do an initial comparison during plan check, and if it passes, Building completes a more thorough review.
- Create and/or adjust application forms for using pre-approved plans.** Using finalized application requirements, update checklists, forms, and websites for homeowners. Indicate pre-approval permit number and site-specific plan requirements.
- Optional: Consider developing a simple one-page summary guidance** to ensure both staff and those submitting are clear on requirements.
- Determine what to do if someone wants to “reuse” a previously permitted plan for a detached ADU.** A 30-day expedited review is also allowed for any applications using a plan that is identical to any that have already been approved locally within the current code cycle – even if it hasn’t been through your pre-approval process. Account for this in designing your review process.
- Optional: Prepare your existing pre-approved plans to add to your list.** If you already own plans and/or have pre-approved plans, determine if they need to be reviewed again to meet AB 1332 requirements and if you need additional information (including architect’s consent) to list them online.
- Optional: Decide if you want to add other agencies’ pre-approved plans to your list.** The law states that agencies can add other agencies’ pre-approved plans into their list, meaning you could identify other jurisdictions or agencies whose pre-approved plans meet local standards.

Final Steps:

- Finalize the process** then instruct permit counter and department staff on all steps and materials.
- Remember to remove the fictitious address** (123 ADU Plans Street) when you do reporting.

If your jurisdiction has an [ADU Plans Gallery](#):

- Decide who will confirm pre-approved plans** in your Gallery portal (all users will receive notification).
- Download designer instructions and homeowner handouts.** We provide a variety of public facing handouts, from what to hand to designers after you pre-approve a plan to information for homeowners interested in using a pre-approved plan. Download at aduaccelerator.org/gallery-resources.

FAQs

- 1. How can we meet the required review timelines for homeowners using pre-approved plans if outside agencies take longer than 30 days?** Jurisdictions only have control over their own departments. Early adopters of similar plans programs have addressed this by being very clear about this potential issue in guidance materials.
- 2. Do we have to approve all applications submitted (both pre-approval applications and permit applications utilizing a pre-approved plan)?** No. All state and local development and zoning rules still apply. If a plan does not meet standards, it can be denied with comments, like any other permit application.
- 3. Can we restrict where pre-approved ADU plans are used? For example, can we restrict pre-approved ADUs in flood zones, hillside or other hazard zones, etc.?** Pre-approved ADUs should be allowed where ADUs are allowed. Jurisdictions are not allowed to restrict where pre-approved ADUs are placed other than exceptions based on adequacy of water and sewer, traffic flow, and public safety (Gov Code 65852.27, 66314(a) and HCD Handbook, page 11). It is also possible that the design of certain ADUs wouldn't work due to site constraints. If your jurisdiction already owns plan sets that you solicited from an architect for free use by residents, it's not recommended these plans be restricted to certain sites unless the design doesn't meet the standards applicable to the site.