

## **HOUSING STREAMLINED APPROVAL PROCESS (HSAP)**

The Housing Streamlined Approval Process allows for early plan check submittals for qualifying housing projects. These services include parallel design permitting for affordable housing projects and focused zoning only reviews for the Preliminary Zoning Assessment Form (PZAF per SB 330) and housing loan documents.

### **Types of Services:**

#### **I. Parallel Design and Permitting for Qualifying Affordable Housing Projects**

Under the direction of Executive Directive 13 - Support for Affordable Housing, LADBS has developed this service to prioritize the plan check and permitting of qualified affordable housing developments and allow for the permit application to start with a zoning only plan check. The process continues with subsequent submittals as outlined below.

- **Minimum Threshold per ED 13:**

- New construction or rehabilitation of **ten or more dwelling units** that contain:
  - 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
  - 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

- **Prior to plan check:**

- Prior to plan submission, projects have the option of working with our development services case management for pre-consultation, feasibility studies and pre-development meetings. For more information, [click here](#).

- **Plan Check Submittal Process and Fees**

- A building plan check set consists mainly of architectural and structural plans showing compliance with the Los Angeles zoning and building codes. In the past, submittal for plan check could only be made after both architectural and structural plans were complete. HSAP allows for the partial submittal of building plans as follows:

- Zoning only set – architectural plans sufficient to show compliance with the LA zoning code. (Pay 30% of the plan check fees)
- Architectural building set – architectural plans sufficient to show compliance with fire life safety, disabled access and green building codes (Pay 40% of the plan check fees)
- Structural set - structural and civil plans and structural calculations with detailed information. (Pay the remaining 30% plan check fees.)

○ **Plan Verification and Permitting**

- A plan check engineer will be assigned to the project and will issue corrections after each submittal as outlined above. The design consultant will address the corrections and meet with the plan check engineer to verify compliance with the codes. A permit clearance sheet will be generated early on at the zoning submittal stage to allow for the design team to work with the other city agencies for permit compliance. Once plans and clearances are approved, the building permit can be issued.

**II. Zoning Only Review: Preliminary Zoning Assessment Form (PZAF) per SB 330 and Housing Loan Documents**

Due to the State Housing Crisis Act of 2019 (SB 330), LADBS has created this service to streamline the permitting review process for housing projects that are subject to City Planning's Preliminary Zoning Assessment requirement. This service is also available for affordable housing projects which require completion of any funding forms and/or loan documents.

- Upon request, we will accept an application for a zoning only review for the following:
  1. Completion of the preliminary zoning assessment form (PZAF). The PZAF needs to be completed prior to filing a city planning entitlement for housing development projects as defined in SB 330. Please click [here](#) for more information on the City's implementation of SB 330.
  2. Completion of housing funding forms for affordable housing projects

- The zoning only set shall consist of architectural plans sufficient to show compliance with the LA zoning code.
- Fees shall be based on 10% of the total project valuation or based on a project valuation of \$2 million dollars (approximately \$9600), whichever is lower.
- The plan check engineer will review the zoning only set for compliance with the LA zoning code, issue a list of zoning corrections, provide a permit clearance summary worksheet upon request, and complete the funding form or the PZAF.
- Design team may meet with the plan check engineer for clarification of zoning corrections.
- If the project is an affordable housing project per section I above and the design has not changed, the project team may continue with the plan check process described in that section in order to obtain a building permit. The balance of plan check fees will be assessed based on the remainder of the plan submittal.

For more information and to initiate submission, please email [ladbs.asap@lacity.org](mailto:ladbs.asap@lacity.org).