



**City of Ojai**  
Community Development Department

---

## **ACCESSORY DWELLING UNIT (ADU)**

### **MINIMUM SUBMITTAL REQUIREMENTS:**

- ☐ Zoning Clearance for a Building Permit form
- ☐ Building Permit Application Form signed by property owner or authorized representative
- ☐ One 11"x 17" set of plans (must be legible) with the following items *shown on the plans*:
  - Scope of work
  - Setbacks from the front, side and rear property lines as per Ojai Municipal Code (OMC)
  - Utility lines sizes and location of trenching, length, depth, width
  - Topography, if ADU is located on a slope/hillside (see Ojai Municipal Code Article 11. Hillside Development Standards)
  - Retaining walls, if applicable
  - Trees and driplines
    - All existing and proposed landscaped areas and all existing trees plotted and identified by species and diameter
    - All trees on and adjacent to project site that could be impacted from the proposed project
- ☐ Digital set of the submitted plans (must be legible)
- ☐ Tree Permit Application, if applicable
- ☐ Ground Disturbance Statement
- ☐ MWELo Disclaimer form (Model Water Efficient Landscape Ordinance)
- ☐ Miscellaneous Permit Application for an Address Assignment to create a "B" single unit, \$225
- ☐ Topo Map, if ADU located on slope or hillside (see OMC Article 11. Hillside Development Standards.) Design review permit approval is required for projects subject to the provisions of Article 11 unless exempt.

**INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED**

**Ojai Municipal Code Section 10-2.1709, Accessory Dwelling Units.**

Revised 12/10/2020





**City of Ojai**  
Community Development Department

Project # \_\_\_\_\_  
Received by \_\_\_\_\_  
Date \_\_\_\_\_  
Trust Fund # \_\_\_\_\_

**ZONING CLEARANCE FOR A BUILDING PERMIT**

**OWNER INFORMATION:**

Project Address: \_\_\_\_\_ PROJECT I.D. # \_\_\_\_\_

Assessor Parcel Number: \_\_\_\_\_ Zone: \_\_\_\_\_

**DESCRIPTION:**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**REPRESENTATIVE:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ e-mail: \_\_\_\_\_

**AFFIDAVIT:**

I declare that I am the owner / representative (indicate one) of the property involved in this application and that the information submitted herein is true and correct. I hereby declare under penalty of perjury that the information contained in this application and all attached materials are correct, true and complete. I further declare I understand that prior to determining the project hearing date; the City has 30 days to deem the application complete or incomplete. I acknowledge and agree that the City of Ojai is relying on the accuracy of this information and my representations in order to process this application and that any permits issued by the City may be rescinded if it is determined that the information and materials submitted are not true and correct. I further acknowledge that I may be liable for any costs associated with rescission of such permits, including but not limited to any litigation costs. I will be notified of the meeting date(s) set for the above matter and that I am to appear, either personally or by my representative, at such meetings(s).

**Signature of Property Owner**

Applicant's signature authorizes City staff to enter the property described above for the purposes of inspection.

**Date**







## ZONING CLEARANCE APPLICATION FOR A BUILDING PERMIT

The Community Development Department reviews Building Permit submittals for compliance with the City of Ojai's General Plan, Municipal Code including Zoning regulations, Historical Preservation regulations and Public Art requirements. This Zoning Clearance shall be submitted concurrently with all Building Permit submittals.

**APPLICATION SUBMITTAL** shall be made to the Community Development Department located at:

Ojai City Hall  
401 S. Ventura Street, Ojai CA 93023

Monday to Friday 8:00am – 5:00pm  
Phone: (805) 646-5581 Ext. 112

### **A. SUBMITTAL PROCEDURE**

- Make an appointment with a Building & Planning Technician to submit the project application. This meeting is intended to speed the processing of your application and will help determine if your application is complete.
- Incomplete applications, illegible or poor quality graphics may not be accepted.
- Please be advised that on April 10, 2018 the City Council adopted Resolution No. 18-13 which states that unless exempt as stated within the Resolution, all applications for a City permit that authorizes earth-disturbing activities, including but not limited to, any one or more of the types of permits listed in the Resolution, are subject to certain cultural resources review requirements such as CEQA - including but not limited to the tribal cultural resources review, analysis, and consultation requirements, PAA - Preliminary Archaeological Assessment, Phase 1 Archaeological Study, and/or CHRIS "Quick Check" through the California Historical Records Information System ("CHRIS")

### **B. ITEMS / DOCUMENTS REQUIRED FOR SUBMITTAL**

- ☐ 1. **APPLICATION - Original (no facsimiles)** filled out and signed by the property owner, or by the owner's representative with owner's affidavit letter authorizing representative to sign.
- ☐ 2. **FEES** – Payable to the City of Ojai. Fees are established by City Council Resolution and calculated from the City's current Fee Schedule. A list is available from the Community Development Department.

|   |         |
|---|---------|
| Zone Clearance - Post Entitlement Plan Check - Ministerial Projects                       | \$112   |
| Zone Clearance - Post Entitlement Plan Check - Admin. Decision                            | \$225   |
| Zone Clearance - Post Entitlement Plan Check - Single-Family Residential (public hearing) | \$281   |
| Zone Clearance - Post Entitlement Plan Check - Mixed Use                                  | \$1,350 |
| Zone Clearance - Post Entitlement Plan Check - Multi-Family Residential Up to 5 units     | \$1,013 |
| Zone Clearance - Post Entitlement Plan Check - Multi-Family Residential 6-15 Units        | \$1,350 |
| Zone Clearance - Post Entitlement Plan Check - Multi-Family Residential 16+ Units         | \$2,025 |
| Zone Clearance - Post Entitlement Plan Check - Non-Residential 1-5,000 SF Building        | \$1,013 |
| Zone Clearance - Post Entitlement Plan Check - Non-Residential 5,001-10,000 SF Building   | \$1,350 |
| Zone Clearance - Post Entitlement Plan Check - Non-Residential Over 10,000 SF Building    | \$2,025 |

- ☐ **3. COVER LETTER TRANSMITTAL FORM** – Listing all submitted materials (this is required for initial submittal and any resubmittals)
- ☐ **4. PROJECT DESCRIPTION** – Describing the proposal including new or changed uses, structures, and improvements including proposed uses on the property/building and **project's compliance with any applicable Specific Plans or design guidelines governing the property**
- ☐ **5. PROJECT DESIGN PLANS – NUMBER OF SETS REQUIRED:**
  - ☐ **One (2) plan sets**, standard size drawn to scale, such scale not to be less than 1" = 20' (not to exceed 30" x 42" or be less than 22" x 34" in size unless approved by Community Development Department)
  - ☐ **One (1) reduced set** size 11" x 17"
  - ☐ **One (1) electronic copy (digital)** preferably submitted by e-mail
- 6. PROJECT DESIGN PLANS**
  - ☐ **a. TITLE BLOCK**  
Each sheet shall be labeled with the applicant/owner's name, project location/address and architect/designer or other professional's name, address, and phone number.
  - ☐ **b. ASSESSOR'S PARCEL NUMBER**
  - ☐ **c. SITE and BUILDINGS** (fully dimensioned, including garage doors, pool equipment, etc., shown to scale on plot plan)
    - ☐ North Arrow and scale of drawing
    - ☐ Location Map which indicates boundary of site and relationships to adjacent properties
    - ☐ All property lines and their dimensions
    - ☐ All existing and proposed buildings and their dimensions and setbacks from property lines
    - ☐ Type and use of all proposed and existing buildings and structures
    - ☐ Location of buildings to be removed drawn in dotted lines (demolition permit is required)
    - ☐ Square footage of each floor and total square footage
    - ☐ All existing and proposed paved surfaces, including walkways, driveways, patio slabs, etc.
    - ☐ All existing and proposed landscaped areas and all existing trees plotted and identified by species and diameter
    - ☐ All trees on and adjacent to project site that could be impacted from the proposed project
    - ☐ All trash enclosures and recycling facility locations
    - ☐ All existing and proposed ground mounted (monument) signs and their dimensions (for commercial projects)

- ☐ Location of nearest building on abutting lots illustrated with edge line and use type identified
- ☐ All existing and proposed utility lines, pad, ground, or wall mounted equipment, utility vaults, transformers, backflow preventers, gas meters, free standing mailboxes
- ☐ Type and location of exterior lighting
- ☐ A summary table in square feet, acres and percentage that includes: 1) total land area; 2) building coverage; 3) paved area; and, 4) landscape areas
- ☐ A summary table of the total net floor area of the building and proposed and existing
- ☐ Zoning Ordinance required setback illustrated by a dashed line with measurement labeled
- ☐ All existing and proposed walls and fences including height and type, with materials and colors designated
- ☐ Location of water and sewer connection to public system
- ☐ All facilities and accessory structures related to underground utilities and street lighting, and all mechanical equipment on the building(s) or on the site such as utility boxes, sprinkler gang valves and backflow devices, and indicate appropriate screening method, i.e. landscaping, fencing, etc., and materials used.
- ☐ Existing and proposed fire hydrants within 300' of the project perimeter (per Fire Dept. requirements)
- ☐ Existing and proposed utility poles
- ☐ Percent of site covered by roofs and driveways
- ☐ Based flood and finished floor elevations

**d. RIGHTS-OF-WAY** (fully dimensioned and shown on plot plan)

- ☐ All existing and proposed streets and alleys and name of each street
- ☐ Points of access (vehicular and pedestrian from each street)
- ☐ Existing intersections close to the property and driveways adjacent to and directly across from property
- ☐ Proposed streets (from approved City list of names)
- ☐ Proposed street widening and/or extensions
- ☐ Existing and proposed sidewalks
- ☐ Existing and proposed curb cuts
- ☐ Existing and proposed easements, and type
- ☐ Label existing and proposed

**e. PARKING and CIRCULATION** (fully dimensioned, shown on plot plan) **(non-residential and multi-family)**

- ☐ All existing and proposed parking spaces, loading areas and bicycle parking and their dimensions

- ☐ All parking spaces numbered, with calculations showing total spaces required by Code and total spaces provided on plans.
- ☐ A summary table that includes total number of parking spaces and includes a breakdown of the number of standard, compact and accessible parking spaces
- ☐ Wheel stops or curb substitutes (if applicable)
- ☐ Parking space striping
- ☐ Accessible parking
- ☐ Ingress and egress to include all private drives
- ☐ Pedestrian walkways and trails
- ☐ Loading space facilities, i.e. docks
- ☐ Indicate type of paving, asphalt or concrete
- ☐ Backup dimensions
- ☐ Label existing and proposed

**f. LANDSCAPING PLAN** compliant with Article 12 (see landscaping handout)

**g. ELEVATIONS** (separate sheet or with floorplans)

- ☐ Designate each building by a building number and elevations by direction.
- ☐ Show 2 cross-section lines that clearly portray buildings and grading concept.
- ☐ Indicate natural grade (dotted lines) and finished grade (solid lines). Show all steps & stairways necessary to provide access to an elevated structure.
- ☐ Provide front, right side, left side, and rear elevations of all proposed and existing buildings and structures, showing roof, walls, foundations if elevated, and all mechanical equipment.
- ☐ Height from top of curb at front property line to highest point of structure
- ☐ Height from adjacent grade to highest point of structure
- ☐ General architectural features of buildings (window or door locations, trim, materials and colors)
- ☐ Proposed and existing roof pitches on the elevation
- ☐ Zoning Ordinance allowed height illustrated with a dashed line; with measurement labeled
- ☐ Screening and dimensions of all existing and proposed roof-mounted and ground mounted equipment
- ☐ All trash and recycling enclosures
- ☐ All wall-mounted equipment, gutters, and down spouts
- ☐ Roof plans depicting all roof-top equipment and screening
- ☐ Label existing and proposed

**h. FLOORPLANS** (separate sheet)

- ☐ Fully dimensioned and to scale.
- ☐ Use and dimensions of all existing and proposed areas, including living room, kitchens, baths, bedrooms, hallways, dens, etc.

- ☐ Label floor levels, ground floor, second floor, etc.
- ☐ Indicate square footage for all units.
- ☐ Label existing and proposed
- ☐ All entrance and exit points, including doors, windows, stairways, etc.
- ☐ All enclosed and/or covered parking areas

**i. TOPOGRAPHY**

Stamped and signed by a licensed engineer for grading of 50 cubic yards of material or more; if grading is less, may be signed by an architect.

- ☐ Grade elevations of major design aspects must be labeled.
- ☐ Show amount of cut/fill material.

**j. HILLSIDE REQUIREMENTS** (Projects on slopes with 15% grade or better)

- ☐ Contour maps showing existing and proposed elevation changes at 2 foot intervals
- ☐ Signature of licensed Civil Engineer, Land Surveyor or Architect
- ☐ Amount of cut and fill in cubic yards
- ☐ Elevation in feet at base of new construction
- ☐ Section view demonstrating the structure silhouette
- ☐ Measurement that clearly shows height between slab to ceiling top plate
- ☐ Roof plan clearly showing all ridges and valleys
- ☐ Retaining walls

**k. SOLAR SHADING STUDY** (see handout)

Needed for residential building whose base elevation is greater than fifteen (15) feet.

**l. HEIGHT SURVEYS** Needed for new construction, proposed at or near maximum height

**m. HILLSIDE HEIGHT SURVEY** (for properties located in the hillside)

- ☐ Elevation points shown on the site plan in feet at the required five locations along the front and rear property line and at the rear setback line (A separate sheet is not acceptable)
- ☐ Signature of licensed Civil Engineer, Land Surveyor or Architect
- ☐ Elevation in feet at base of new construction
- ☐ Elevation in feet to top, highest point of existing and/or proposed structure
- ☐ Calculations based on the City's Hillside Height Ordinance formula
- ☐ Measurement that clearly shows height between slab to ceiling top plate
- ☐ Roof plan clearly showing all ridges and valleys

**n. TREE SURVEY** including tree protection area – 5' outside of the dripline

- ☐ Show all trees on site and list any tree protected by Chapter 11 of Ojai Municipal Code

- ☐ Work under trees
- ☐ Proposed work on trees

#### GENERAL NOTES:

- Provide a sheet index on cover sheet.
- Any revisions to plans shall be noted in the title box with date and a Delta.
- All projects for Commercial, Industrial, Multi-Family Residential and clustered single-family projects (5 or more dwelling units), and discretionary project proposal plans must be prepared by a licensed architect or engineer certified in appropriate specialty (Assembly Bill 1005;1990).


- ☐ **8. DETAILS OR PHOTOGRAPH OF ANY PROPOSED EXTERIOR DARK SKY LIGHT FIXTURES**
- ☐ **9. PHOTOMETRIC STUDY LIGHTING PLAN** (if commercial or non-single family residential)  
Photometric plan indicating light levels on site and off site at least 10 feet including rights-of-way
- ☐ **10. PUBLIC ART REQUIREMENT** (see Public Art Program handout)  
Complete and submit Building Valuation form.
- ☐ **11. CULTURAL PRESERVATION**  
Submit Ground Disturbance form.

#### Certification

I (print name), \_\_\_\_\_ (circle one) applicant or representative of the applicant, do hereby state that I have submitted plans containing all of the required information identified within this form. I understand that planning staff may reject the submittal of my application (within 30 days of filing) for lacking any of the aforementioned information. In this case, the application is deemed incomplete, will not be processed, and will unnecessarily extend the application processing time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

|  |                                 |   |                  |  |  |                                |
|--|---------------------------------|---|------------------|--|--|--------------------------------|
| <div>City of Ojai</div> <div>401 S. Ventura St. Ojai, CA 93023 (805) 646-5581</div>  |                                 | <div></div> <div>Building Permit Application</div> |                  |  |  |                                |
| SITE INFORMATION   |                                 | DESCRIPTION / SCOPE OF WORK (*required)   |                  |  |  |                                |
| PROJECT ADDRESS  |                                 |   |                  |  |  |                                |
| ASSESSOR'S PARCEL NO.  | ZONE                            |   |                  |  |  |                                |
| OWNER NAME (*required)   | OWNER PHONE (*required)         |   |                  |  |  |                                |
| OWNER MAILING ADDRESS  | OWNER EMAIL ADDRESS (*required) |   |                  |  |  |                                |
| OWNER REPRESENTATIVE or TENANT   | PHONE                           |   |                  |  |  |                                |
| MAILING ADDRESS  | PHONE                           |   |                  |  |  |                                |
| CONTRACTOR CONTACT PERSON  | MOBILE PHONE                    |   |                  |  |  |                                |
| ARCHITECT or ENGINEER  | STATE LICENSE NO.               | Valuation:  |                  |  |  |                                |
| MAILING ADDRESS  | PHONE                           | PLANNING REFERENCE NUMBER:  |                  |  |  |                                |
| ARCHITECT or ENGINEER CONTACT PERSON   | MOBILE PHONE                    | NEW CONSTRUCTION, ADDITION, TENANT IMPROVEMENT, RESIDENTIAL REMODEL   |                  |  |  |                                |
| LEGAL DECLARATIONS   |                                 | OCCUPANCY CLASSIFICATION  | BLD/CONS T TYPE  | SQ. FT.                                  | M E P  | PLAN REVIEW FEES AMOUNT & DATE |
| Owner-Builder: Requires Acknowledgment and Information Verification Form   |                                 | 1   |                  |  | Circle: M E P  |                                |
| Licensed Contractors Declaration   |                                 | 2   |                  |  | Circle: M E P  |                                |
| I hereby affirm that I am licensed under provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.  |                                 | 3   |                  |  | Circle: M E P  |                                |
|  |                                 | 4   |                  |  | Circle: M E P  |                                |
| CSLB LICENSE NUMBER  | LICENSE CLASS                   | VALUATION PER SF (use ICC Table)  |                  |  | TOTAL FEES COLLECTED AT PLAN REVIEW:                               |                                |
| COMPANY NAME   | COMPANY PHONE                   | GROUP   | VAUATION PER SQ. | SQ. FT.                                  | VALUATION  | RESIDENTIAL REMODELS           |
| CONTRACTOR ADDRESS   |                                 | 1   | \$               |  | \$   | \$                             |
| Workers Compensation Coverage  |                                 | 2   | \$               |  | \$   | \$                             |
| WARNING: FAILURE TO SECURE WORKER'S COMPENSATION COVERAGE IS UNLAWFUL, AND SHALL SUBJECT AN EMPLOYER TO CRIMINAL PENALTIES AND CIVIL FINES UP TO ONE HUNDRED THOUSAND DOLLARS (\$100,000), IN ADDITION TO THE COST OF COMPENSATION, DAMAGES AS PROVIDED FOR IN SECTION 3706 OF THE LABOR CODE, INTEREST, AND ATTORNEY FEES.  |                                 | 3   | \$               |  | \$   | \$                             |
|  |                                 | 4   | \$               |  | \$   | \$                             |
| Workers Compensation Declaration   |                                 |   |                  |  | TOTAL \$   | TOTAL \$                       |
| I hereby affirm under penalty of perjury one of the following declaration:<br><br>I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by Section 3700 of the Labor Code. for the performance of the work for which this permit is issued.<br>POLICY NUMBER<br><br>I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which the permit is issued. My worker's compensation insurance carrier and policy number are:<br>CARRIER |                                 | OTHER FEES, IF APPLICABLE   |                  |  |  |                                |
|  |                                 | PERMIT ISSUANCE FEE \$103.00  |                  |  | SMIP STATE SEISMIC FEE \$ (Commercial or Residential               |                                |
|  |                                 | GENERAL PLAN MAINT. FEE \$  |                  |  | PARK FEE \$  |                                |
|  |                                 | TECHNICAL SURCHARGE FEE \$  |                  |  | PENALTY FEE \$ 100% of permit fee (2X fees) or staff time, greater |                                |
|  |                                 | PLAN FILING FEE \$ (per sheet)  |                  |  | HOURLY FEE \$  |                                |
|  |                                 | BUILDING STANDARDS FEE SB 1473 \$   |                  |  | DRAINAGE FEE \$  |                                |
|  |                                 | COUNTY TRAFFIC FEE \$   |                  |  | CITY TRAFFIC FEE \$  |                                |
| NAME OF AGENT  | POLICY NUMBER                   | ALLOCATION FEE \$   |                  |  | PAA FEE \$   |                                |
| PHONE  | EXPIRATION DATE                 | ZONING CLEARANCE FEE \$   |                  |  | COPIES \$  | OTHER FEE \$                   |
| I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that, if I should become subject to the workers' compensation provision of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.  |                                 | STAND-ALONE Mech/Elec/Plumbing & Misc. Items & other Common Permits   |                  |  |  |                                |
|  |                                 | 1 HVAC Change-Out - Residential \$174   |                  | 13a) Patio-Standard (Wood/Metal Frame)   |  | 14 Window-Sliding Glass Door   |
|  |                                 | 2 HVAC Change-Out - Commercial (per unit) \$233   |                  | 13ai) Up to 200 SF \$271                 |  | 14a) Retrofit-Repair           |
|  |                                 | 3 Residential Solar < 10 kW \$349   |                  | 13aii) Greater than 200 SF \$349         |  | 14ai) Up to 5 \$233            |
|  |                                 | 4 Service Panel Upgrade - Residential \$174   |                  | 13b) Patio-Upgraded (elec, stucco, fans) |  | 14aii) Each add'l 5 \$39       |
|  |                                 | 5 Service Panel Upgrade - Commercial \$233  |                  | 13bi) Up to 200 SF \$465                 |  | 14b) New-Alteration            |
|  |                                 | 6 Water Heater Change-Out \$174   |                  | 13bii) Greater than 200 SF \$543         |  | 14bi) First \$310              |
| Asbestos Notification  |                                 | 7 Line Repair - Sewer / Water / Gas \$174 each  |                  |  | 14bii) Each add'l \$58   |                                |
| Air Pollution Control District Approval (approval provided)  |                                 | 8a) Residential Re-Roof - Up to 2,000 SF \$388  |                  |  |  |                                |
|  |                                 | 8b) Residential Re-Roof - Each Add'l 1,000 SF or fraction thereof \$78  |                  |  |  |                                |
| Declaration By Construction Permit Applicant   |                                 | 9 Demolition \$233  |                  | 11 Swimming Pool Only \$1,550            |  |                                |
| By my signature below, I certify to each of the following:<br><br>I am a California Licensed Contractor<br><br>I am a the Property Owner and have submitted Property Owner Verification *<br><br>I am authorized to act on the property owner's behalf **  |                                 | 10 Temporary Power Pole \$174   |                  | 12 Swimming Pool w/ Spa \$1,860          |  |                                |
|  |                                 | 15 Other Stand-Alone Mechanical, Electric, Plumbing, and Misc. Items Permits  |                  |  |  |                                |
| * requires separate verification form, ** requires separate authorization form   |                                 | ** For Projects not involving new square footage, use Marshall & Swift Valuation  |                  |  |  |                                |
|  |                                 | Marshall & Swift Total Valuation:   |                  |  |  |                                |
| I have read this construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this city or county to enter the above-identified property for inspection purposes.   |                                 | 15a) Valuation: Up to \$2,000: \$174  |                  |  |  |                                |
|  |                                 | 15b) Valuation: \$2,001 to \$4,000: \$233   |                  |  |  |                                |
|  |                                 | 15ci) Valuation: \$4,001 to \$10,000 - Fee for first \$4,000: \$233   |                  |  |  |                                |
|  |                                 | 15cii) Valuation: \$4,001 to \$10,000 - Fee for each addl \$1,000, or fraction thereof, to and including \$10,000: \$19.33          |                  |  |  |                                |
|  |                                 | 15di) Valuation: \$10,001 and Up - Fee for first \$10,000: \$349  |                  |  |  |                                |
|  |                                 | 15dii) Valuation: \$10,001 and Up - Fee for each additional \$1,000, or fraction thereof, to and including \$50,000: \$9.67         |                  |  |  |                                |
| This permit becomes null and void if work or construction authorized is not ready for initial inspection within 360 days, or if construction or work is suspended or abandoned for a period of 180 days any time after work is commenced.  |                                 | TOTAL FEES  |                  |  |  |                                |
| SIGNTAURE  |                                 | Additional Forms required:  |                  | APCD                                     | Commercial ADA   |                                |
|  |                                 | Ground disturbance form   | Fire Form 126    | Concurrent disclosure                    | Recycle form   |                                |
| PRINT NAME   | DATE                            | Smoke detector/heat sensor form   | PAA              |  | Revised 02/23/21   |                                |



## Ground Disturbance Statement

Date received \_\_\_\_\_

Project No. \_\_\_\_\_

Please be advised that on April 10, 2018 the City Council adopted Resolution No. 18-13 which states that unless exempt as stated within the Resolution, all applications for a City permit that authorizes earth-disturbing activities, including but not limited to, any one or more of the types of permits listed in the Resolution, are subject to certain cultural resources review requirements such as CEQA - including but not limited to the tribal cultural resources review, analysis, and consultation requirements, PAA - Preliminary Archaeological Assessment, Phase 1 Archaeological Study, and/or CHRIS "Quick Check" through the California Historical Records Information System ("CHRIS"). For all projects subject to this resolution, no application for a permit for a project that involves earth-disturbing activity can be approved by the City until the required cultural resources review is completed. For all projects for which a Preliminary Archaeological Assessment, CHRIS Quick Check, or Phase I Archaeological Study is prepared, the City will provide the results of that study to the Chumash Tribe as part of tribal consultations as required by state law and the City's Municipal Code and applicable policies. In order to determine which projects have ground disturbing activities, the property owner or agent/representative shall complete the following:

|                     |  |       |
|---------------------|--|-------|
| Project Address     |  |       |
| Applicant Name      |  | Phone |
| Project Description |  |       |

☐ **The project contains NO ground disturbing activities.**

I understand that if during construction it becomes necessary to disturb the ground, I will contact City of Ojai prior to such ground disturbing activities.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**The project contains ground disturbing activities as noted below:**

☐ **Installation of plumbing including grease interceptor, main plumbing line, new plumbing lines, repair of plumbing lines.**

The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **Installation of new underground electric or similar, underground utility lines (gas, water, sewer, etc.).** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **Removal of existing improvements including foundation, underground utility lines (gas, water, sewer, electric, etc.).** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **Installation of footings, foundation work or slab concrete work.** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **Grading of lot in preparation of construction activities.** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **Installation of new or removal of existing sidewalk, curb, gutter or driveway.** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **Installation of any new drainage facilities.** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **The installation of or removal of landscaping on projects.** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **The removal of trees including the stump and roots.** The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

☐ **Other ground disturbing activities, please describe:** \_\_\_\_\_

The proposed activity will involve \_\_\_ cu yards/tons of dirt excavation \_\_\_ feet of trenching (or dimensions: \_\_\_ length, \_\_\_ width, \_\_\_ depth)

I (print name), \_\_\_\_\_ (select one) ☐ property owner, ☐ agent/representative of the property listed above, do hereby indicate that the project described herein involves ground disturbance. I have submitted plans indicating all ground disturbance activities identified within this statement. In addition, I understand that all ground disturbing activities are described on this form. Any revisions to my application or statement may extend the application processing time.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_







## MWELO PROJECT INFORMATION

Model Water Efficient Landscape Ordinance

### **Applicant Information:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### **Project**

Site Address: \_\_\_\_\_

Project Type (*new dwelling, commercial, or rehab*): \_\_\_\_\_

- ☐ Currently, this project does not include landscaping. I am aware that future landscape installations may be required to comply with the Model Water Efficient Landscape Ordinance (MWELO) requirements per California Code of Regulations, Title 23, Division 2, Chapter 2.7.
- ☐ This project does incorporate landscaping. (*Please provide the information below specific to the landscape area which will be completed as part of this project and specify the compliance method to be used*):

Total Landscape Area (sq. ft.): \_\_\_\_\_ Turf Area (sq. ft.): \_\_\_\_\_

Non-Turf Plan Area (sq. ft.): \_\_\_\_\_ Special Landscape Area (sq. ft.): \_\_\_\_\_

Water Type (*potable, recycled, well*): \_\_\_\_\_

Name of water purveyor (*If not served by private well*): \_\_\_\_\_

### **Compliance Method**

- ☐ Performance (items included in Performance Checklist is included on plans)
- ☐ Prescriptive (Items included in Prescriptive Checklist is included on plans)

### **Signature**

I certify the above information is correct and agree to comply with the requirements of the MWELO.

\_\_\_\_\_  
Signature of property owner or authorized representative

\_\_\_\_\_  
Date





**City of Ojai**  
Community Development Department

---

## **MISCELLANEOUS PERMIT**

The Director shall be empowered to approve those projects, which, in his or her opinion, are minor in nature.

### **MINIMUM SUBMITTAL REQUIREMENTS:**

- ☐ 1 Completed Application Form Signed by the Property Owner
- ☐ 1 Written project description
- ☐ 2 Site Plans if applicable
- ☐ 2 Exterior Building Elevation Plans if applicable
- ☐ Photographs of Site and Adjacent Buildings if applicable
- ☐ Fees:
  - Fee - Address Change/Assignment *Single Address*: \$225.00
  - Fee - Address Change/Assignment *Multiple Addresses*: \$450.00 + \$225 per hour
  - Fee - Deed Restriction: \$225.00
  - Fee - Zoning or Flood Hazard Letter: \$450.00
  - Land Use *Determination / Interpretation by Director*: \$225.00
  - Land Use *Determination / Interpretation by Planning Commission*: \$450.00 + \$225 per hour
  - Time Extension: \$450.00 + \$225 per hour
  - Other: \$225.00

**INCOMPLETE APPLICATIONS OR POOR QUALITY GRAPHICS WILL NOT BE ACCEPTED**

### **PLANS:**

All plans must be drawn at standard Architect or Engineer's scale and the scale must be noted on the plans. The Designer's/Architect's/Engineer's name, address, phone number, and State License Number (if applicable, see next page) shall be noted on the plans. All plans shall be folded in **sets**, to a size no greater than 8 ½ inches x 14 inches. **Rolled plans will not be accepted.**

### **Photographs:**

- Color photographs of the existing site mounted on 8 ½ inch x 11-inch paper/board(s)

### **Optional Items:**

- Depending on the scope or complexity of the project, the applicant may wish to submit, or the Planning Division may request other items to help describe the project.

### **WHERE TO FILE:**

Community Development Department  
Ojai City Hall  
401 S. Ventura Street  
Ojai, CA 93023

### **OFFICE HOURS:**

8:00 am to 5:00 pm  
Monday through Friday  
(805) 646-5581 ext. 112



**City of Ojai**  
Community Development Department

## MISCELLANEOUS PERMIT APPLICATION

Project Address: \_\_\_\_\_

Applicant(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax/E-mail: \_\_\_\_\_

Property Owner(s) Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax/E-mail: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Date**

Project Description (Attach additional sheets if necessary): \_\_\_\_\_

Address Assignment to add a 'B' Unit for a new Accessory Dwelling Unit (ADU)  
or a 'C' Unit for a Junior Accessory Dwelling Unit (JADU)

**ATTACH ADDITIONAL INFORMATION IF NEEDED TO DESCRIBE PROJECT IN DETAIL.**

For staff use only:

APPROVED BY:

Project No.: \_\_\_\_\_

Zoning: \_\_\_\_\_

APN: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

\_\_\_\_\_  
Community Development Director,  
City Planner or Associate Planner

Approval Date: \_\_\_\_\_

[Title 10 PLANNING AND ZONING](#)[Chapter 2 ZONING REGULATIONS](#)[DEVELOPMENTAL AND OPERATIONAL STANDARDS](#)[Article 17. Standards for Specific Land Uses](#)**Sec. 10-2.1709. Accessory dwelling units.**

---

- (a) *Purpose.* The purpose of this section is to provide guidelines, and minimum standards to facilitate both the construction of new accessory dwelling units, also known as second units, and the legalization of unpermitted accessory dwelling units.
- (b) *Definitions.* For the purposes of this section, certain words and phrases used in this section are defined as follows:
- (1) “Accessory dwelling unit” is a residential dwelling unit that is accessory to a principal residential dwelling unit located on the same parcel of land. It is an attached or a detached residential dwelling unit which provides complete independent living facilities for one or more persons. It shall include permanent provisions for living, sleeping, eating, cooking, and sanitation and be situated on the same parcel or parcels as the primary unit. An ADU must have exterior access independent from the primary unit and/or interior access independent from the primary unit.
  - (2) “Accessory structure” means a structure that is physically detached from, secondary and incidental to, and commonly associated with the primary structure and is either a habitable structure with no more plumbing facilities than a half-bath containing a toilet and a sink or a non-habitable structure.
  - (3) “Attached unit” means a unit shall be considered attached to the primary unit if the unit is attached by either a common wall, floor, or ceiling.
  - (4) “Attic” means the area located between the ceiling of the top story of a building and the building’s roof and not usable as habitable or commercial space.
  - (5) “Basement” means a portion of a building wholly underground or in which more than one-half the distance from the floor to the ceiling is below the average adjoining grade, and as otherwise defined in the Building Code currently in effect.
  - (6) “Detached unit” has no common walls, floors or ceilings to another residential unit.
  - (7) “Efficiency unit”: as defined in Section 17958.1 of the [Health and Safety Code](#).
  - (8) “Existing legal accessory building” means a building that is either existing legal conforming or existing legal nonconforming.
  - (9) “Existing legal primary unit” means a unit that is either existing legal conforming or existing legal nonconforming.
  - (10) “Floor area” means the interior habitable and non-habitable areas of a dwelling unit including basements and attics, not including a garage or any accessory structure.
  - (11) “Habitable area” means an area within a building designed for general living, sleeping, eating, or cooking purposes.
  - (12) “Home split” means the division of an existing single-family home into two (2) dwelling units, each containing a minimum of six hundred fifty (650) square feet of living space and meeting the following criteria:
    - (i) the existing single-family home contains a minimum of two thousand (2,000) square feet of living area, is located on a legal lot and has a current Zoning District designation of any of the following zones: all R zones, OS, A, VMU, C-1, or B-P; (ii) does not expand the existing principal residence by more than ten (10%) percent of the existing floor area; (iii) results in no change in the physical appearance of the existing single-

family home or otherwise complies with the provisions of Section 10-2.2003(c); and (iv) adheres with all applicable building code requirements and development standards of the underlying Zoning District.

(13) “Junior accessory dwelling unit” means a residential dwelling unit that is no more than five hundred (500) square feet in size and contained entirely within an existing single-family structure. A junior accessory dwelling unit may include separate sanitation facilities, or may share sanitation facilities with the existing structure.

(14) “Living area” means the interior legally permitted habitable area, with minimum dimensions of eight (8) feet by ten (10) feet and with at least seven and one-half (7.5) feet of head room, of a dwelling unit including basements and attics but does not include a garage or any accessory structure.

(15) “Lot coverage” means the percentage of total site area occupied by structures. Structure or building coverage is measured as the area enclosed by or within a structure, and includes the primary structure, all accessory structures (e.g., carports, garages, patio covers, storage sheds, trash dumpster enclosures, accessory dwelling units) and architectural features (e.g., chimneys, balconies, decks above the first floor, porches, stairs).

(16) “Manufactured home”: as defined in Section 18007 of the [Health and Safety Code](#).

(17) “Multi-family dwelling”: as set forth in Ojai Municipal Code Section 10-2.3602, subdivision (m)(12).

(18) “Neighborhood”: as set forth in [Government Code](#) Section 65589.5.

(19) “Passageway” means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the accessory dwelling unit.

(20) “Primary unit” means an existing single-family dwelling located on a lot in any of the following zones: all R zones, OS, A, VMU, C-1, B-P. ADUs are only permitted in the C-1 and B-P zones if the property’s existing single-family dwelling is legal, conforming or nonconforming, but not if the existing single-family dwelling lacks legal status.

(21) “Short-term rental” means the renting of a residential unit for less than thirty (30) days, excepting rentals with a duration of the entire month of February.

(c) *Applications.* Notwithstanding any provision of these zoning regulations to the contrary, an application for a new or expanded accessory dwelling unit shall be approved ministerially by the Community Development Director, without discretionary review and a hearing, if the project conforms with the minimum standards and design criteria in this section. Any application for an accessory dwelling unit that does not conform to the minimum standards and design criteria in this section applicable to that type of accessory dwelling unit may be approved via approval of a design review permit issued under Section 10-2.2003, subsection (c), and subsection (d) of this section.

(1) The accessory dwelling unit shall not be offered for sale apart from the primary unit.

(d) *Standards.* The following development standards shall apply to accessory dwelling units, with the standards set separately for each accessory dwelling unit type:

#### **Table A: Accessory Dwelling Unit Development Standards**

|  | <b>New Detached Accessory Dwelling Unit</b>   | <b>New Attached Accessory Dwelling Unit Attached to an Existing Legal Primary Unit</b>                          | <b>New Attached Accessory Dwelling Unit Solely by Conversion of Existing Interior Space in an Existing Legal Primary Unit</b> | <b>New Accessory Dwelling Unit Solely by Conversion of an Existing Legal Accessory Building</b>      | <b>New Unit Within A New Second Story Over Existing Legal Primary Unit</b>                                      | <b>Home-Split, as Defined Above and as Defined by § 10-2.3602(H)(5)</b>                              |
|--|---|---|---|--|---|--|
| <b>Permitted Zones</b>   | All R zones, OS, A, VMU, C-1, B-P   | All R zones, OS, A, VMU, C-1, B-P   | All R zones, OS, A, VMU, C-1, B-P   | All R zones, OS, A, VMU, C-1, B-P  | All R zones, OS, A, VMU, C-1, B-P   | All R zones, OS, A, VMU, C-1, B-P  |
| <b>Setbacks:</b><br><b>Front</b><br><b>Side</b><br><b>Rear</b>   | Front Setback: As set forth in the zoning district the unit is proposed in.<br><br>Side and Rear Setback: 4 ft. | Front Setback: As set forth in the zoning district the unit is proposed in.<br><br>Side and Rear Setback: 4 ft. | Utilizes the existing setbacks.   | Utilizes existing setback if accessory building is legal.  | Front Setback: As set forth in the zoning district the unit is proposed in.<br><br>Side and Rear Setback: 4 ft. | As set forth in the zoning district the unit is proposed in.   |
| <b>Lot Coverage</b>  | As set forth in the zoning district the unit is proposed in.  | As set forth in the zoning district the unit is proposed in.  | Utilizes the existing lot coverage.   | Utilizes the existing lot coverage.  | As set forth in the zoning district the unit is proposed in.  | As set forth in the zoning district the unit is proposed in.   |
| <b>Height</b>  | As set forth in the zoning district the unit is proposed in.  | As set forth in the zoning district the unit is proposed in.  | Utilizes the existing height of the legal building.   | Utilizes the existing height of the legal building.  | As set forth in the zoning district the unit is proposed in.  | As set forth in the zoning district the unit is proposed in.   |
| <b>Stories</b>   | As set forth in the zoning district the unit is proposed in.  | As set forth in the zoning district the unit is proposed in.  | Utilizes the existing height of the legal building.   | Utilizes the existing height of the legal building.  | As set forth in the zoning district the unit is proposed in.  | As set forth in the zoning district the unit is proposed in.   |
| <b>Maximum Floor Area Size of Unit (3)</b>                       | 1,200 sq. ft. or 85% of the existing habitable area of the legal primary unit, whichever is smaller.            | 1,200 sq. ft. or 85% of the existing habitable area of the legal primary unit, whichever is smaller.            | 1,200 sq. ft. or 85% of the existing habitable area of the legal primary unit, whichever is smaller.                          | 1,200 sq. ft. or 85% of the existing habitable area of the legal primary unit, whichever is smaller. | 1,200 sq. ft. or 85% of the existing habitable area of the legal primary unit, whichever is smaller.            | 1,200 sq. ft. or 85% of the existing habitable area of the legal primary unit, whichever is smaller. |
| <b>Number of Accessory Dwelling Units Allowed on Site (4)</b>    | 1   | 1   | 1   | 1  | 1   | 1  |
| <b>Number of Junior Accessory Dwelling Units Allowed on Site</b> | 1   | 1   | 1   | 1  | 1   | 1  |



|   |   |   |   |   |   |  |
|---|---|---|---|---|---|--|
| <b>Parking for Units Not Within ½ Mile of a Transit Stop</b>            | One additional uncovered on-site paved parking space which may be tandem on an existing driveway. | None  | None  | None  | None  | One additional uncovered on-site paved parking space which may be tandem on an existing driveway.  |
| <b>Parking for Units Within ½ Mile of a Transit Stop</b>                | None  | None  | None  | None  | None  | None   |
| <b>Parking for Units Located Within an Historic District</b>            | None  | None  | None  | None  | None  | None   |
| <b>New Driveways to Parking Provided for an Accessory Dwelling Unit</b> | Shall be pervious and shall be the minimum width to provide sufficient access to the parking.     | Shall be pervious and shall be the minimum width to provide sufficient access to the parking. | Shall be pervious and shall be the minimum width to provide sufficient access to the parking.   | Shall be pervious and shall be the minimum width to provide sufficient access to the parking.   | Shall be pervious and shall be the minimum width to provide sufficient access to the parking. | Shall be pervious and shall be the minimum width to provide sufficient access to the parking.  |
| <b>Guest House</b>  | Each legal lot may have a guest house, under the restrictions of § 10-2.1705.                     | Each legal lot may have a guest house, under the restrictions of § 10-2.1705.                 | If a guest house exists, then a new accessory dwelling unit is allowed.   | If a guest house exists, then a new accessory dwelling unit is allowed.   | Each legal lot may have a guest house, under the restrictions of § 10-2.1705.                 | Each legal lot may have a guest house, under the restrictions of § 10-2.1705.  |
| <b>Accessory Structures<sup>1,2</sup></b>                               | Permitted, in compliance with applicable City regulations.  | Permitted, in compliance with applicable City regulations.                                    | Permitted, in compliance with applicable City regulations.  | Permitted, in compliance with applicable City regulations.  | Permitted, in compliance with applicable City regulations.                                    | Permitted, in compliance with applicable City regulations.   |
| <b>Short-Term Rental of Accessory Dwelling Unit Permitted</b>           | No  | No  | No  | No  | No  | No   |
| <b>Design Review Permit Required</b>                                    | Only for two-story units, units taller than 24', or units on the second story.                    | Only for two-story units, units taller than 24', or units on the second story.                | Only for new two-story units or new units taller than 24', or units on the second story outside the existing legal building envelope. | Only for new two-story units or new units taller than 24', or units on the second story outside the existing legal building envelope. | Only for two-story units, units taller than 24', or units on the second story.                | Only for two-story units, units on the second story, or units entailing expansion of the existing principal residence by more than 10% of the existing floor area. |

**Notes:**

(1) Standards in Common.

- (A) The accessory dwelling unit shall include a separate entrance, kitchen, and bathroom.
  - (B) The accessory dwelling unit shall complement the primary residence in form, materials and color.
  - (C) Mobile homes (except those fitting the definition of Section 18007 of the [Health and Safety Code](#)) and travel trailers shall not be permitted as second units.
  - (D) Accessory dwelling units, including any portion of a pre-existing primary residential unit which would be incorporated into an accessory dwelling unit, shall comply with the minimum standards of Title 24, California [Code of Regulations](#), the Uniform Building, Plumbing, Housing, and Mechanical Codes, the [National Electrical Code](#), Fire, Health, and Safety Code and the noise insulation standards applicable at the time the building permit for the accessory dwelling unit is issued or when the accessory dwelling unit is permitted by the Director, whichever is most recent. Any condition of the primary unit which is detrimental to health and safety shall also be corrected by the applicant.
  - (E) All applicable regulations of the Municipal Code shall be met, including the Building, Residential, Fire, and other requirements adopted by Chapter 1 of Title 9 of the Municipal Code.
  - (F) Both primary and accessory dwelling units shall be connected to the public sewer system, unless sewer service via a new or existing private sewage disposal system is approved by the Building Official and in compliance with all applicable regulations. All public utility services to the accessory dwelling unit shall be underground. The accessory dwelling unit does not need a separate connection to any public utility service. The primary and accessory dwelling units shall be commonly or separately metered to all public utility services, at the option of the applicant. Notwithstanding the foregoing, if an accessory dwelling unit is proposed for a property with an existing private sewage disposal system, then the accessory dwelling unit may connect to the existing private sewage disposal system, if approved by the Building Official and in compliance with all applicable regulations.
  - (G) Notwithstanding the standards of Table A, no minimum or maximum size for an accessory dwelling unit, size based upon a percentage of the proposed or existing primary dwelling, or limits on lot coverage, floor area ratio, open space, and minimum lot size, for either attached or detached dwellings shall be imposed that prohibit an 800 square foot accessory dwelling unit that is 16 feet in height with 4-foot side and rear yard setbacks to be constructed in compliance with all other local development standards.
- (2) Junior accessory dwelling units within single-family and multi-family dwellings shall be permitted in compliance with subsection (k) and all regulations stated in [Government Code](#) Sections 65852.2 and 65852.22.
  - (3) Notwithstanding the maximum floor area standards of Table A, an accessory dwelling unit containing one bedroom shall be permitted up to 850 square feet in floor area and an accessory dwelling unit containing 2 or more bedrooms shall be permitted up to 1,000 square feet in floor area.
  - (4) Accessory dwelling units are allowed in multi-family dwellings in compliance with subsection (l) and all regulations stated in [Government Code](#) Section 65852.2.

(e) *Design review permit criteria.* So long as the design criteria set forth in Table A “Standards” are met for the applicable accessory dwelling unit type and the common standards set forth in subsection (d)(1) are met, as determined by the Director, and provided that the accessory dwelling unit: (1) does not entail new two (2) story construction and is no taller than twenty-four (24) feet in height; or (2) is within the building envelope of the existing legal second story of an existing legal primary unit, has independent exterior access from the existing legal primary unit, and side and rear setbacks are adequate for fire safety as determined by the Director; or (3) if a home split, does not entail two (2) story construction or alteration of the second story of an existing two (2) story principal residence or expansion of the existing principal residence by more than ten (10%) percent of the existing floor area, then a design review permit shall not be required under Section 10-2.2003.

(f) *Fees.* No connection fees, capacity charges, school district fees, or similar impact fees shall be assessed on an accessory dwelling unit by the City. Accessory dwelling unit applications are subject to the City’s planning and building administrative and permit applications fees applicable at the time of the application.

(g) *Growth management allocation.* All accessory dwelling units shall be exempt from the City of Ojai’s Growth Management allocation process.

(h) *Short-term rental.* No accessory dwelling unit shall be utilized as a short-term rental facility.

(i) *Traffic impacts.* Accessory dwelling units are expressly exempt from the City of Ojai’s traffic mitigation policies.

(j) *ADU/Second Unit Compliance Program.* The owners of existing accessory dwelling units which existed prior to January 1, 2021, and not recognized as lawfully permitted may apply for an amnesty permit pursuant to the ADU/Second Unit Compliance Program Guidelines (“ADU/Second Unit Guidelines”) adopted by the City Council pursuant to this section. If approved, as provided in the ADU/Second Unit Guidelines, the ADU/second unit compliance permit shall convey legal nonconforming status on the second unit pursuant to Article 13 of Chapter 2 of Title 10.

- (1) Except as specifically provided in the ADU/Second Unit Guidelines, ADU/second unit compliance permit shall not be subject to the normal requirements for residential second units specified in this code, but instead shall be subject to the specific requirements contained in Second Unit Guidelines.

(2) Permit processing and development impact fees within the control of the City shall be discounted for residential second units which qualify for ADU/second unit compliance permit. The amount of such fees shall be set forth in a fee resolution adopted by the City Council.

(3) The ADU/Second Unit Compliance Program shall remain in effect from the effective date of the ordinance originally adding this subsection until a termination date established by ordinance or resolution of the City Council. Any such termination shall not affect a complete application for an ADU/second unit compliance permit filed with the City prior to the termination date.

(k) *Junior accessory dwelling units.*

(1) All the requirements under this section apply equally to junior accessory dwelling units, unless stated otherwise in this subsection. A property owner may build a junior accessory dwelling unit, in addition to an accessory dwelling unit, provided each junior accessory dwelling unit and accessory dwelling unit, if applicable, are in compliance with the requirements of this section in any zone and for any property for which an accessory dwelling unit is permitted by Table A in subsection (d) of this section. Any junior accessory dwelling unit shall be built within the structure, and may extend to be within an up to one hundred fifty (150) square foot addition to, an existing or proposed primary dwelling unit.

(2) The owner must reside in the single-family residence but may choose to reside within the remaining portion of the structure or the newly created junior accessory dwelling unit, except as may be allowed otherwise by [Government Code](#) Section 65852.22, subdivision (a)(2).

(3) All junior accessory dwelling units shall include, at a minimum, an efficiency kitchen and living area. It may include separate sanitation facilities or may share sanitation facilities with the existing structure. The junior accessory dwelling unit must include a separate entrance from the main entrance to the proposed or existing single-family residence.

(4) The maximum floor area for a junior accessory dwelling unit shall not exceed five hundred (500) square feet.

(l) *Multi-family dwelling accessory dwelling units.*

(1) All the requirements under this section apply equally to multi-family dwelling accessory dwelling units, unless stated otherwise in this subsection. The owner of a multi-family dwelling may build one or more accessory dwelling units in compliance with this section in any zone and for any property for which an accessory dwelling unit is permitted by Table A in subsection (d) of this section.

(2) The number and type of accessory dwelling units for a multi-family dwelling must comply with the following standards:

(i) An owner of a multi-family dwelling may build multiple attached accessory dwelling units, up to twenty-five (25%) percent of the number of existing multi-family dwelling units, if solely within the portions of the existing multi-family dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, and if each attached accessory dwelling unit complies with all applicable building codes for dwellings. The maximum floor area for each attached multi-family accessory dwelling unit shall not exceed eight hundred (800') square feet.

(ii) An owner of a multi-family dwelling unit may additionally build a maximum of two detached accessory dwelling units, if each detached accessory dwelling unit complies with all applicable building codes for dwellings, does not exceed sixteen (16') feet in height, and has a minimum of four (4') feet side and rear yard setbacks. The maximum floor area for each detached multi-family accessory dwelling unit shall not exceed eight hundred (800') square feet.

(m) *Moveable tiny houses.* Notwithstanding any other provision of this Code to the contrary, a moveable tiny house that meets the requirements and definition in this subsection may be built and occupied as a new detached accessory dwelling unit if it complies with the standards of this subsection and the applicable requirements in Table A in subsection (d) of this section. The prohibition in note (1)(C) of Table A of this section shall not apply to a moveable tiny house that complies with the requirements of this subsection. The requirement of note (1)(D) of Table A of this section shall not apply to the extent inconsistent with the standards of this subsection, except that all moveable tiny

houses shall comply with the requirements of subsection (m)(4)(xi) of this subsection, and the rules of ANSI Standards 119.2 or 119.5.

(1) *Purpose.* The purpose of this subsection is to:

- (i) Adopt a limited, pilot project to permit moveable tiny houses as an additional type of accessory dwelling unit as part of the City of Ojai's housing inventory in a manner compatible with the character of the City's existing single-family neighborhoods;
- (ii) Ensure that moveable tiny houses are in harmony with developed neighborhoods; and
- (iii) Allow moveable tiny houses as an accessory use to single-family residential dwelling units, consistent with [Government Code](#), section 65852.2, subdivision (g), which allows cities to adopt less restrictive requirements than the state-mandated minimums for accessory dwelling units. Moveable tiny houses and permanent movable tiny house foundations must comply with all standards and regulations applicable to accessory dwelling units except as specified in this subsection.

(2) *Definition.* A "moveable tiny house" is a residential dwelling unit that is: (i) accessory to a principal residential dwelling unit located on the same parcel of land, (ii) provides complete independent living quarters for one household, and (iii) meets all of the following conditions:

- (i) Is licensed and registered with the California Department of Motor Vehicles and has been certified as meeting ANSI Standard 119.2 or 119.5 requirements;
- (ii) Is certified by a qualified third-party inspector for ANSI compliance with ANSI Standard 119.2 or 119.5 or NFPA Standard 1192, or provides sufficient evidence to the satisfaction of the Director that the moveable tiny house was built to equivalent fire and life safety standards;
- (iii) Is itself towable, or located on a frame that is towable, by a bumper hitch, frame-towing hitch, or fifth-wheel connection and is designed not to and cannot move under its own power;
- (iv) Is no larger than allowed by California state law for movement on public highways;
- (v) Has at least one hundred fifty (150') square feet of first floor interior living space;
- (vi) Is a detached residential dwelling unit which includes permanent facilities and functional areas for living, sleeping, eating, cooking, and sanitation;
- (vii) Is designed and built to look like a conventional building structure, using conventional building materials, and is thus architecturally distinct from traditional mobile homes and recreational vehicles;
- (viii) Is sited behind the principal residential dwelling unit, between the applicable rear setback line and the principal residential dwelling unit; and
- (ix) Is placed on a permitted permanent moveable tiny house foundation.

(3) *Application.* In addition to submitting the application materials and information required by subsection (c) of this section for an accessory dwelling unit, an applicant for a moveable tiny house shall submit proof that:

- (i) The proposed moveable tiny house is licensed and registered with the California Department of Motor Vehicles;
- (ii) The proposed moveable tiny house has been certified by a qualified third-party inspector as meeting ANSI 119.2 or 119.5 or NFPA 1192 standard requirements, or was built to meet ANSI 119.2 or 119.5 or NFPA 1192 standards or equivalent fire and life safety standards requirements as demonstrated by sufficient evidence satisfactory to the Director;
- (iii) The applicant is the property owner, or, if not, that the property owner has signed the application form, consenting in writing to the intended location of the proposed moveable tiny house;
- (iv) The proposed moveable tiny house meets the standards of this subsection; and
- (v) The proposed moveable tiny house will be located on a permitted permanent movable tiny house foundation, which may be either simultaneously permitted with the proposed moveable tiny house or a previously permitted permanent moveable tiny house foundation.

(4) *Moveable tiny house standards.* Moveable tiny houses must meet the standards of this subsection and the applicable requirements in Table A in subsection (d) of this section.

(i) *Design.* The Director shall review the design of each proposed moveable tiny house to ensure that the structure is designed to look like a conventional building structure and is architecturally distinct from traditional mobile homes and recreational vehicles.

(ii) *Development standards.* Moveable tiny houses must conform with the requirements in Table A of subsection (d) of this section for new detached accessory dwelling units and thus must conform to the setbacks, lot coverage, height, and other applicable zoning requirements of the zoning district in which the site of the proposed moveable tiny house is located, except as modified by this subsection.

(iii) *Maximum floor area.* The maximum square footage of habitable floor space for a moveable tiny house shall be four hundred forty (440') square feet.

(iv) *Parking.* Moveable tiny houses shall not require additional parking.

(v) *Pedestrian access.* An all-weather surface pedestrian path from the street frontage to the main entrance of the moveable tiny house shall be provided.

(vi) *Mechanical equipment.* All mechanical equipment, other than solar energy panels or collectors, for a moveable tiny house shall be incorporated into the structure and shall not be located on the roof.

(vii) *Utility connections and requirements.* Moveable tiny houses shall have adequate, safe, and sanitary utility systems providing water, sewer, heat, cooling, and electric power, as determined by the Director and the Building Official. Moveable tiny houses shall comply with the utility requirements applicable to accessory dwelling units as stated in note (1)(F) of Table A of this section.

(viii) *Addresses.* Moveable tiny houses may be given separate street addresses from the primary unit.

(ix) *Permanent moveable tiny house foundation requirements.* Once sited on the parcel of the primary unit, moveable tiny houses shall be mounted onto a permitted, permanent foundation that meets the requirements of NFPA 225 or equivalent foundation and installation safety standards as determined by the Director and Building Official, and shall meet the following additional foundation requirements:

a If the wheels are removed so the moveable tiny house sits directly on the permanent foundation, the foundation shall follow the state approved requirements for foundation systems for manufactured housing.

b If the moveable tiny house does not have its wheels removed, then all wheels and leveling/support jacks must sit on a permitted, permanent concrete or asphalt surface sufficient to support its weight, secured to prevent movement, and the wheels, leveling/support jacks, and undercarriage must be skirted and not visible.

(x) *Prohibition on excessive movement.* No parcel may be approved for more than one moveable tiny house in a one year period. No parcel may contain more than one moveable tiny house at a time.

(xi) *Emergency and rescue openings.* All moveable tiny houses shall have emergency escape and rescue openings sufficient to ensure emergency escape, including a means of escape, if not an exterior passage door, from each sleeping space that provides an opening of sufficient size to permit the unobstructed passage, with its major axis parallel to the plane of the opening and horizontal at all times, of an ellipsoid generated by rotating about the minor axis an ellipse having a major axis of twenty-four (24") inches (six hundred ten (610) mm) and a minor axis of seventeen (17") inches (four hundred thirty two (432) mm). An exterior passage door, if used for a means of escape, shall provide an unobstructed opening with a minimum horizontal dimension of eighteen (18") inches (four hundred thirty two (432) mm) and a minimum vertical dimension of forty-eight (48") inches (one thousand two hundred nineteen (1219) mm). Egress roof access windows in lofts used as sleeping rooms shall be deemed to meet this requirement if installed such that the bottom of the opening is not more than forty-four (44") inches above the loft floor, provided the egress roof access window has a net clear opening of not less than five and seven tenths (5.7') square feet (0.530 m), the net clear height of the opening is not less than twenty-four (24") inches,

(six hundred ten (610) mm), tall, and the net clear width of the opening is not less than twenty (20") inches, (five hundred eight (508) mm) wide.

(xii) *Outside decking requirement.* All moveable tiny houses shall have a minimum of eighty square feet of exterior deck area adjacent to the moveable tiny house.

(xiii) *Class "A" roof requirement.* All moveable tiny houses shall have a roof, including skylights and any egress roof access window, that meets the standards for a Class "A" roof assembly as tested in accord with ASTM E108 or UL 790 standards or equivalent fire roof assembly safety standards requirements as demonstrated by sufficient evidence satisfactory to the Director.

(xiv) *Defensible space requirement.* All moveable tiny houses shall have a minimum of five feet of defensible space surrounding the moveable tiny home and the adjacent, exterior deck area, consistent with the defensible space standards in [Public Resources Code](#) section 4291.

(5) *Dual permit requirement.* Applicants for a proposed moveable tiny house must secure approval by the Director, through separate zoning clearances, for both the proposed moveable tiny house and the proposed permanent moveable tiny house foundation. An applicant may apply simultaneously for both zoning clearances for a proposed moveable tiny house to be located on a new permanent moveable tiny house foundation. The zoning clearance for the proposed permanent moveable tiny house foundation shall be approved by the Director if the proposed permanent moveable tiny house foundation meets the requirements of this subsection. The zoning clearance for the proposed moveable tiny house shall be approved by the Director if the proposed moveable tiny house meets the requirements of this subsection. A permitted moveable tiny house may be moved, upon approval of a zoning clearance for the newly proposed location, to another permitted permanent moveable tiny house foundation, in compliance with the requirements of this subsection.

(6) *Limited pilot program.* The City's moveable tiny house ordinance is a limited, two-year pilot program and therefore the City shall issue no more than ten (10) zoning clearances for permanent moveable tiny house foundations per calendar year, on a first come, first available basis, during the two-year pilot program period.

(§ 3, Ord. 771, eff. February 13, 2004, as amended by §§ 2, 4, 12, Ord. 826, eff. June 28, 2013, § 2, Ord. 836, eff. February 28, 2014, § 2, Ord. 858, eff. August 29, 2015, §§ 3—6, Ord. 866, eff. November 15, 2016, § 2, Ord. 875, eff. September 17, 2017, § 2, Ord. 892, eff. April 11, 2019, § 2, Ord. 905, eff. February 27, 2020, § 2, Ord. 921, eff. September 9, 2021, and § 2, Ord. 923, eff. October 26, 2021)