



ADU Plan Review and Permit Process

Applicants are encouraged to follow the ADU Plan Review and Permit Process for obtaining an ADU building permit. ADU projects are reviewed and processed ministerially by the Building & Safety Division as part of the building permit process. The permit process involves submittal of a building permit application, construction documents, and covenant restriction.

Step 1 Speak with a Planner

Visit the Permit Center (Planning Counter) to speak with a Planner for information on the ADU development standards. To schedule an appointment, please contact the Planning Division by telephone at (310) 618-5990.

Step 2 Hire an Experienced Professional

Hire a designer, licensed architect, or engineer to design the ADU and a licensed contractor to build; some companies provide both or offer prefabricated units.

Step 3 Schedule for Preliminary Plan Review

Submit a preliminary plan for review to the Planning Division.

To schedule an appointment, please contact the Planning Division by telephone at (310) 618-5990.

Plans must measure 24 inches by 36 inches. Plans must be legible, to scale, stapled, collated, and folded to approximately 12 inches by 9 inches. Plans must include site plan, floor plan, elevations, roof plan (as applicable). Plans must contain sufficient detail such as the scope of work, floor areas, setbacks, building heights, lot coverage, floor area ratio, open space, exterior finish and materials, exterior dimensions, and building heights measured from the lowest adjacent grade. Plans must include full contact information of the property owner and the project architect/designer/engineer.

Payment must be written to the "City of Torrance" in the amount listed on the fee schedule. Credit/debit card payments are accepted with an additional service fee.

Step 4 Submit for Building Permit

Submit building plans and all required documents to the Building & Safety Division. Notification will be sent when ready to pick up the building permit and pay fees. For information on building permits, please contact the Building & Safety Division at (310) 618-5910.

Step 5 Construct the ADU and Pass Inspection

Construct the ADU and when ready to schedule an inspection call (310) 618-5901.

The ADU will be ready for occupancy after passing the final inspection.