



ADU Plan Review and Permit Process

Applicants are encouraged to follow these steps for obtaining an ADU building permit.



Step 1 Draw a Sketch

On an 8.5" x 11" sheet, show the property boundaries and the placement and size of:

- Existing House
- All Structures (detached garage, gazebo, etc.)
- Proposed ADU



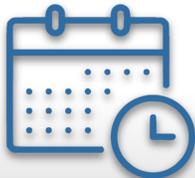
Step 2 Get a Planner's Advice

Bring the sketch to the Permit Center – Planning Counter for advice on how the zoning ordinance and development standards apply to the proposed ADU.



Step 3 Hire an Experienced Professional

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



Step 4 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 or by email at CDDinfo@TorranceCA.gov



Step 5 Submit for Building Permit

Submit building plans and all required documents to the Building & Safety Division.

For more information on building plan submittal requirements, please contact the Building & Safety Division at (310) 618-5910 or by email at CDDinfo@TorranceCA.gov



Step 6 Building Permit Issuance

Notification will be sent when ready to pick up the building permit and pay fees.

Make payment by check to the "City of Torrance" or pay by credit /debit card at City Hall, or pay online at <https://aca.torranceca.gov/CitizenAccess/Torrance.aspx>



Step 7 Construct the ADU and Pass Inspection

Construct the ADU and when ready for inspection call (310) 618-5901 for scheduling, canceling, and obtaining results of inspections, available 24 hours a day, 7 days a week.

See the [Inspection Request Guide and List of Codes](#). The ADU will be ready for occupancy after passing the Final Inspection.