



DEPARTMENT of COMMUNITY DEVELOPMENT

1700 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3732 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9530

April 2, 2020

Community Development Department

The City of Gardena has suspended all in-person services until further notice. All City facilities have been closed to the public, including the Community Development Department. Please see the [City Directory](#) for each department's contact information.

Building Services

The following is a list of possible online permits that can be reviewed and processed.

- Please send building application and credit card information along with plans, if required, to building email above;
- File size limited to 30 megabytes;
- Large complex plans are not being reviewed at this time unless your plans are currently in the City's possession;
- Most permits require building inspections, and you will be notified when your permit is approved;
- If inspections are required, work shall be left uncovered until after inspector approval;
- When work is ready to be inspected, please call the Inspection line at [insert number] to schedule inspection. Due to the state of emergency, it is anticipated that inspections will be delayed. Your patience is appreciated.

Online Building Permit

1. Window, skylight and door change-out (same size & type) for residential buildings.
 - With Approved Floor plan
 - With CA Energy Forms
2. Window and storefront replacement for Commercial buildings
 - With Approved Floor plan
 - With CA Energy Forms
3. Kitchen/bathroom remodel for residential buildings (no structural changes).
 - With Approved Floor plans, per Gardena's Handout
4. Re-stucco for single-family dwellings and duplexes only.
5. Re-roof with Class A or B Composition Shingle roofing, per Gardena's Handout.
6. Seismic Retrofit for Single Family Detached Homes

- When installed per Simpson Strong-Tie Seismic Retrofit Detail Sheet
<https://www.strongtie.com/search?v=%3Arelevance%3AdrawingDimension%3ADetail+Sheets&tab=drawing&keywordFilter=seismic%20retrofit>
- 7. Water damage, Termite damage or Dry Rot repair less than 10% of buildings.
 - May need a plan
 - Building- Non-Structural replacement
 - Also may need EMP permits
- 8. Fire damage repair for buildings. (maximum 10% of building).
 - May need a Plan
 - Building- Non-Structural replacement
 - Also may need EMP permits
- 9. Replace existing siding with new stucco for single-family dwellings and duplex only.
- 10. Replace drywall (no new walls added) for single-family dwellings and duplexes only
- 11. Signs (Need Planning Clearances)
 - Need Plans
- 12. Fences (Need Planning Clearances)
 - Need Plans

Note: Items that “May need plans” or “Need Plans” can be emailed for review and approval.

Online Electrical Permit

These electrical installation permits apply only to non-engineered wiring.

1. Service upgrade or replacement
2. Electrical installation with voltage of less than 600 volts and up to 400 amps total load in existing office, retail and residential buildings only.
3. Kitchen/bathroom remodel for residential buildings (no structural changes).
 - With Approved Floor plans, per Gardena’s Handout
4. Rewiring or adding devices to existing electrical circuits for receptacles, lighting, etcetera.
 - With Approved Floor plans, per Gardena’s Handout
5. Temporary Power Pole for less than 600 volts and up to 400 amps of load.
 - With Approved site plan, for location.
6. Repair of damaged wiring, With no additional devices.
7. Electrical installation for electric vehicle charging in single family dwellings with up to 400 amps of service. (Including any needed charging equipment, service upgrade, receptacle and associated wiring.)
8. Photovoltaic systems (available online for contractors only):

(with Approved Plans)

- A rooftop system on a one- or two-family dwelling.
- The total capacity of the photovoltaic system being installed is 10 kW or less.
- No GFCI or AFCI overcurrent devices are installed in the alternating current (AC) output of the inverter.
- AC power system shall be 120/240 volts single phase.
- The rating of the service panel shall not exceed 225 amperes.
- Central/String inverter systems with a maximum of two inverters with up to four strings and one combiner box per inverter.
- Micro-inverter systems having up to four branch circuits.

Online Mechanical Permit

1. HVAC Replacement/Change outs, same size & type.
 - With Approved Floor plan
 - With CA Energy Forms
2. Environmental ventilation (Bath Fan)
3. Gas heaters (Furnaces, forced air units and Wall Heaters) less than 500,000 Btu/h.
4. Duct work alteration or addition in buildings that do not have smoke control system.
5. Replacement of A/C units, same size & type.
 - With Approved Floor plan
 - With CA Energy Forms

Plumbing Permit

1. Replumb or replace domestic water systems with 1 ½" or less water service.
 2. Replacing plumbing fixtures, same type, same location.
 3. Adding plumbing fixtures.
 - With Approved Floor plan
 4. Backflow prevention device in water mains 1 ½" or less in diameter.
 5. Sewer cap.
 6. Sewer alteration, repair or replacement. (Refer to Department of Public Works/Engineering for offsite work).
 7. Low pressure gas piping systems with up to 10 outlets.
 8. Water heater replacement (same type, same location)
 - With CA Energy Forms
 9. Adding earthquake Gas valve for existing gas main.
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10. Installing or replacing lawn sprinklers control valves with AVB (Atmospheric Vacuum Breaker
11. Solar water heating system.

We are not accepting large paper plans at this time. The office is closed until further notice.

Planning

- At this time, only simple planning projects can be reviewed and potentially approved via email;
- Please send plans to the Planning email listed above;
- Files cannot exceed 30 megabytes;
- Any zoning-related questions can be sent via email or please call the Planning number above;
- Large entitlement applications may be submitted via email if no larger than 30 megabytes. Larger files can be submitted via Dropbox or other platforms;
- Please contact the Planning email or phone for entitlement applications and supporting documents;
- Any general Planning questions should be sent via email. Phones may be inundated so please allow time for response.

Business Licensing

- New business license applications can be found online or email the business license email to request forms
 - Renewals can be paid online or mailed by Post
 - Dance permits, block parties, carnivals, and any other special events are not allowed until Los Angeles County determines gatherings are safe; and
 - General questions should be sent to the Business Licensing email or phone listed above.
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