



**City of Gardena**  
**Building & Safety Division - General Information**  
**1700 West 162nd St**  
**Gardena, CA 90247-3732**  
**Phone Number 310.217.9530**

Community Development Department's public counter services are available by walk-ins and appointments from:  
Monday through Thursday 7:30 a.m. - 5:00 p.m.  
*Every other Friday from 7:30 a.m. - 4:00 p.m.*

You can schedule an appointment by visiting:  
<https://cityofgardena.org/schedule-an-appointment/>

The Community Development Department is closed Saturday – Sunday and every other Friday.

We strive to return inquiries the same day, however, please allow, please allow up to 24 hours for calls and e-mails to be returned.

Most of your questions can be answered by visiting  
[www.CityOfGardena.org/Community-Development/](http://www.CityOfGardena.org/Community-Development/) or  
calling 310.217.9530.

ONLINE PERMIT APPLICATIONS ARE FOUND ON THE CITY WEBSITE  
[www.cityofgardena.org/community-development/](http://www.cityofgardena.org/community-development/)

Mark Berg - Contract Building Official	310.217.6111
Joseph Fletcher - Permit Technician	310.217.9527
Hilda Olvera - Permit Technician	310.217.9672
Marisela Ortiz - Permit Technician	310.217.9534
Shannon Sugimoto – Permit Technician	310.217.6118

**\*\*BUILDING PERMIT INSPECTION REQUESTS\*\***

(For building, sewer, mechanical, plumbing, electrical, etc. permits)  
INSPECTION REQUEST LINE 310.217.9510

Inspection cut-off is 3:00 p.m. for the next day inspections.

**BUILDING INSPECTORS**

FIELD INSPECTION HOURS: 8:30 a.m. – 4:30 p.m.  
INSPECTOR OFFICE HOURS: 7:30 a.m. – 8:30 a.m.

John Moore - Building Inspector	310.217.9536
Todd Matsuoka – Building Inspector	310.217.9546