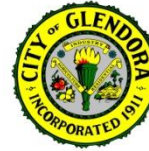




CITY OF GLENDORA
116 E. FOOTHILL BLVD.
www.ci.glendora.ca.us



RESIDENTIAL SUBMITTAL CHECKLIST

RESIDENTIAL CONSTRUCTION/ ROOM ADDITIONS/ ALTERATIONS

Contact the Planning Department for use and development information prior to preparing any plans.
Some projects may require by special zoning review before a permit can be issued.

THREE complete sets of architectural plans for additions/remodels are required.

Construction of a new single family residence requires three complete sets of architectural plans plus two sets of structural calculations.

*All plans must be **drawn to scale** and fully dimensioned.*

*Plans must be submitted on a minimum of 24" x 36" ** draft paper.*

***Smaller projects, such as solar, patios, small additions may be submitted on a minimum of 11" x 17" paper.*

- Address of Subject Property**
- Site Plan** – Include all of the following information:
 - Lot dimensions/area
 - Easements
 - Drainage flow
 - Location and sizes of existing and proposed structures
 - Setbacks from existing and proposed structures
 - Floor Area/Lot Coverage Calculations: Maximum 35 percent floor area allowed in non-hillside zones
Contact the Planning Department for lot coverage requirements in hillside area
 - Topographic information (hillside areas only as required by Planning)
 - Covered parking areas such as garages and carports
- Foundation Plan and Foundation Detail** – Indicate size of footings, sill plates, reinforcements/anchor bolts, washers and slope and grade for step footings.
- Floor Plan** - Indicate the new areas, door sizes, window sizes, headers, electrical outlets, light switches, light fixtures, FAU registers and plumbing fixtures. (Existing floor plan to be included)
- Front and Side Elevations** - Indicate finish materials (stucco, siding, fire treated shakes, etc.); show slope of lot and building height to finished grade.
- Framing Plan** - Show all lumber sizes, ceiling and floor joist schedules, shear wall schedule, wall construction, roof plan and nailing schedule.
- Roofing Plan** – Indicate type of roof, pitch, ridges, rafter spans, valleys, hips, flashings, overhangs, drainage and show all lumber sizes.
- Mechanical Equipment** – Mechanical equipment setback for A/C units or other ground-mounted mechanical equipment is a minimum of 3 feet to rear and side property lines. Rooftop A/C units are not allowed in single-family residential zones.
- Drainage** - Provide arrows on the site plan to indicate drainage pattern.

- Energy Compliance Forms** – Two sets, Energy Packages, will be required to indicate compliance with the California Energy Commission regulations. Energy documentation must be reproduced on the plans.
- Structural Calculations** – Are required when structure exceeds the limits of CRC Section R301 or as required by the Building Official.
- School District Fees/Certificate may be required prior to issuing permit.**
- Fire Department** – Submit *2 sets of approved, wet stamped*, plans required when **Fire Department** approval is required. Applicant contacts the Fire Department directly. Contact the Building Division if clarification is needed.
- Engineering Requirements**– Engineering Division review and approval is required for construction that creates an interruption of the drainage pattern on the site or requires grading of more than 50 cubic yards of earthwork. *For clarification, please contact the Engineering Division.*

PLANNING REQUIREMENTS:

- Waste Management Plan (WMP)** – Effective January 1, 2017, California State law requires 65% of demolition and construction materials to be recycled. Prior to issuance of any permits, a Waste Management Plan application and fees, if applicable, shall be submitted to the Planning Department for review and approval.
- Exemption from Water Efficient Landscaping** – If your project involves no changes to existing landscaping or less than 5,000 square feet of new/rehabilitated landscaping, the property owner is required to sign a Water Efficient Landscaping Exemption Form prior to the issuance of permits. Contact the Planning Department to receive a copy of this form. For developer installed landscaping, the landscaping exemption is for less than 2,500 square feet. *For clarification, please contact the Planning Division.*
- Water Efficient Landscaping** – If your project involves 5,000 square feet or more of new/rehabilitated landscaping, then you must submit a Water Efficient Landscaping Application to the Planning Department for review and approval prior to the issuance of permits that complies with the State Water Conservation in Landscaping Act (AB 1881). Contact the Planning Department for an application. For developer installed landscaping, the landscaping threshold is 2,500 square feet. *For clarification, please contact the Planning Division.*

Contact Information:

Planning Division - 626-914-8214

Building Division – 626-914-8222

Engineering Division – 626-914-8246