



## CITY OF GLENDORA

116 E. FOOTHILL BLVD  
www.ci.glendora.ca.us



# COMMERCIAL SUBMITTAL CHECKLIST

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

**Three complete sets of plans** are required.

All plans must be **drawn to scale** and be 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:
  - Show all existing improvements including building location (vicinity map) on site, adjacent streets, entrance and accessible parking
  - Building area and uses
  - Landscaping and walkways
  - Compact parking stall location, parking and drive aisles, on-site traffic signing and striping
  - Walls and fences
  - Trash enclosures
  - Loading areas
  - Utility vaults
  - Parking lot lighting and monument signs
  - Easements
- Occupancy** – Indicate type of proposed occupancy and indicate type of construction.
- Floor Plan** – Show overall floor plan of building and indicate use(s) of adjacent tenant spaces, side yards and parking areas. Show all door and window sizes and locations. Provide system of egress pursuant to the 2016 California Building Code, Chapter 10, and Chapter 11B.
- Structural Plans** – When required, include foundation, framing, roof plans, and details. Two sets of structural plans must be wet signed.
- Electrical Plans** – Provide electrical single line diagram and load calculation if new or upgraded service is proposed. Provide lighting and electrical layout. Include panel schedule(s) with load calculations.
- Accessibility Compliance** – Show disabled access requirements. Show accessible path of travel from public sidewalk and parking space to tenant space. Path of travel features include the entrance, restrooms, drinking fountains and public telephones serving the area, as required by the California Building Code, Chapter 11B.
- Reflected Ceiling Plan** – Show type of ceiling, height of ceiling, light fixture layout, window receptacles.
- Doors** – Show all door locations, sizes, fire rating (if applicable), direction of swing, door hardware and type and location of exit signage.
- Plumbing** – Provide plumbing plans when construction plans include new plumbing.

- Mechanical** – Provide mechanical drawings showing location of proposed registers, location of HVAC equipment and duct locations and size. For roof mounted equipment, provide a roof plan. Structural calculations may be required to show that the roof is capable of supporting the proposed equipment.
- Energy Compliance Forms** – Provide Energy Calculations and Compliance Forms for conditioned space and lighting. Required forms include calculations for the envelope, lighting and mechanical
- Soils Report** – Two sets, wet stamped and signed by the engineer or record, are required for new construction.
- Fire Department** – Submit 2 sets of *approved, wet stamped*, plans when **Fire Department** approval is required. Applicant contacts the Fire Department directly. Contact the Building Division if clarification is needed.
- Health Department** – Submit 2 sets of *approved, wet stamped plans*, when Health Dept approval is required.

### **PUBLIC WORKS REQUIREMENTS:**

- Engineering** – 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.
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- 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.
- 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.

### **Contact Information:**

Planning Division - 626-914-8214  
 Building Division – 626-914-8222  
 Engineering Division – 626-914-8246