



Building Division | City of Glendora

116 E. Foothill Blvd., Glendora, CA 91741

Building Division tel.: (626) 914-8222

www.cityofglendora.gov

COMMERCIAL SUBMITTAL CHECKLIST

It is recommended to contact the Planning Department for use and development information prior to preparing plans.
Some projects may require special zoning and/or other reviews before a permit can be issued.

SUBMITTAL REQUIREMENTS

- ☐ **Electronic format** - Plan submittals must be in pdf electronic format.
- ☐ **Scale** - All plans must be drawn to scale and fully dimensioned.
- ☐ **Sheet size** – In general, plans should be designed for reproduction on 24" x 36" paper. Smaller projects, such as signs, may be designed for reproduction on a minimum of 11" x 17" paper.
- ☐ **Address** – Provide the address of the subject property on each sheet of the plan set.
- ☐ **Responsible Charge:** Plans shall be prepared, stamped, and signed by either a California registered architect or California professional engineer in accordance with Business and Professions (B&P) Code Sections 5535 thru 5538, unless otherwise exempt. List on the title sheet the design professional's (engineer or architect) name and company name of who prepared the plans or are in responsible charge.
- ☐ **Scope of Work** - Include a bullet point narrative that details the complete scope of work for which the Building, Plumbing, Mechanical, and/or Electrical Permits are being requested.
- ☐ **Sheet Index** - List all sheets included in the plan package.
- ☐ **Site Plan** – Include the following information on the site plan:
 - Property Lines - show, label, and dimension all property lines.
 - Setback Lines - show, label, and dimension all required setback lines
 - Existing improvements - Show building location on site, adjacent streets, entrances
 - Building area and uses
 - Landscaping and walkways
 - Parking stalls and drive aisles, accessible parking, loading areas, on-site traffic signing and striping
 - Walls and fences, trash enclosures utility vaults
 - Parking lot lighting and monument signs
 - Easements – show, label, and dimension all easements on the property.
- ☐ **Occupancy** – Specify the proposed occupancy classification(s).
- ☐ **Type of Construction** – Specify the 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 means of egress pursuant to the California Building Code, Chapter 10, and Chapter 11B.
- ☐ **Structural Plans** – Provide foundation plan, framing plan, structural details, and structural calculations, as applicable. Plans and calcs must be stamped and signed by the registered design professional.
- ☐ **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.
- ☐ **Mechanical/Plumbing** – Provide mechanical/plumbing plans when new systems or alterations are proposed.
- ☐ **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** – Required for new construction and/or additions.
- ☐ **Fire Department approval**– When required.
- ☐ **Health Department approval** – When 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.*
- ☐ **Waste Management Plan (WMP)** – California State law requires 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 Environmental Services for review and approval.

PLANNING REQUIREMENTS:

- ☐ **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.

OTHER REQUIREMENTS

- ☐ **Playground Equipment** – Playgrounds shall conform to the playground-related standards set forth by the American Society for Testing and Materials and the playground-related guidelines set forth by the United States Product Safety Commission. A playground safety inspector, certified by the National Playground Safety Institute, shall conduct an initial inspection for the purpose of aiding compliance (CA HSC 115725).

CONTACT INFORMATION:

Building Division	626-914-8222	buildingdiv@cityofglendora.gov
Planning Division	626-914-8214	planningdiv@cityofglendora.gov
Engineering Division	626-914-8246	engineeringdiv@cityofglendora.gov
Environmental Services		environmentalservices@cityofglendora.gov