



SUBMITTAL REQUIREMENTS

SINGLE DWELLING/DUPLEX/
 ACCESSORY DWELLING UNIT

SUBMITTAL REQUIREMENTS MATRIX												
Single Dwelling / Duplex / Accessory Dwelling Unit												
APPROVAL TYPE	SUBMITTAL REQUIREMENTS (See Legend Below)											
See Submittal Requirements List (below) for detailed submittal requirements.	1. General Requirements	2. Site Plan Package	3. Architectural Package	4. Structural Package	5. California Energy Documentation	6. Structural Calculations	7. Truss Plans and Calculations	8. Fire Package	9. Geotechnical Investigation Report	10. Civil Package	11. Other Requirements	
	BUILDING PERMIT											
	Single Dwelling / Duplex / ADU – New Building	✓	✓	✓	✓	✓	(✓)	(✓)	✓	✓	✓	✓
	Single Dwelling / Duplex / ADU – Addition	✓	✓	✓	✓	✓	(✓)	(✓)	✓	(✓)	(✓)	✓
Single Dwelling / Duplex / ADU – Conversion	✓	✓	✓	(✓)	✓	(✓)	(✓)	✓	(✓)	(✓)	✓	
LEGEND												
✓ = Required												
(✓) = Conditionally required depending on project design characteristics												

SUBMITTAL REQUIREMENTS LIST

Single Dwelling / Duplex / Accessory Dwelling Unit

This list must be used in conjunction with the Submittal Requirements Matrix. The Submittal Requirements Matrix establishes the documents/plans that are required based upon the approval you are applying for. Acceptance of projects for review by the City depends upon the accuracy and completeness of the submitted plans and documents. This Submittal Requirements List establishes the minimum details that must be included in all plans and documents. The design professional should use this list when preparing project packages for review. Plans or documents missing any of the required detail may not be deemed complete (accepted into plan check). Additional information or clarification may be requested during the review process or prior to permit issuance.

Conditional: Where the word “Conditional” appears before the document and/or detail, this information will be required if those conditions are applicable to the proposed project.

Recommended: Where the word “Recommended” appears before the document and/or detail, the information is provided as a suggestion for improving the review process and is not required to accept your project for review. However, the recommended items may be a plan check correction item and required to be submitted for subsequent reviews. It is recommended that you provide the documents and information to reduce the number of review cycles.

All other detail is required unless not applicable to your project.

1. GENERAL REQUIREMENTS

- 1.1 PDF Format:** Plans and other construction documents (e.g., reports, calculations, etc.) shall be in PDF electronic format.
- Security must not be enabled preventing mark-up, printing, or collating. Files that are locked may be rejected without review.
 - Pages within the files must be rotated properly.
 - Plan sets must be collated into a single PDF file and sorted in the same page order as the sheet index.
 - Supporting documents (calcs, specs, reports, etc.) must be collated, each in their own pdf file, and labeled with descriptive file names to ensure efficient processing.
- 1.2 Sheet Size:** Plans must be designed for reproduction on a standard architectural paper size, typically Arch D—24” x 36” (Arch C –18” x 24” is acceptable for smaller projects). All sheets in the plan set must be designed for reproduction on the same paper size.
- 1.3 Project Information:** Provide, in a table format, the following information on the first sheet of the plans:
- **Scope of Work** - Include a bullet point narrative that details the complete scope of work for the submittal.
 - **Sheet Index** - List all sheets included in the plan package.
 - **Project Team** - List name and phone number of all design professionals including engineers, architects, designers.
 - **Property Owner** name(s) and address(es).
 - **Legal description and Assessor Parcel Number(s)** for the property on which the development is proposed.
 - **Lot Size.**
 - **Uses** - Existing and proposed (e.g., Single Dwelling Unit, Duplex, Accessory Dwelling Unit)
 - **Type of Construction** of existing and proposed structures per the California Building Code or California Residential Code.
 - **Occupancy Classification(s)**, existing and proposed, per the California Building Code or California Residential Code.
 - **Number of stories** (existing and proposed).
 - **California Building Standards Code year** used for the design of the project.
 - **Fire Hazard Severity Zone:** Yes or No
 - **Zoning** designation and/or overlay zone designations
 - **Floor Area Ratio (FAR)** - Provide the proposed FAR for the property.
 - **Floor Area Summary** - For new construction and additions, provide the gross floor area (existing area to remain, new area, and total area) per floor. Include exterior walls in gross floor area.
 - **Fire Sprinklers:** Yes/No, Type
- 1.4 Scale:** Plans must be drawn accurately to scale, with the scale indicated on the plans.
- 1.5 North Arrow**
- 1.6 Legend:** Sheets must have a legend that clearly indicates the meaning of all graphic symbols.
- 1.7 Key Map:** Projects requiring multiple base sheets must include a graphic key map on each sheet that indicates its relationship to the entire project.
- 1.8 Deferred Submittals** – List of all deferred submittals. Items allowed as deferred submittal are noted in this list as “may be deferred”.

- 1.9 Conditional - Responsible Charge:** Plans shall be prepared, stamped, and signed by a California-licensed architect or professional engineer in accordance with Business and Professions (B&P) Code Sections 5535 through 5538, unless otherwise exempt under B&P Code Section 5537. The first sheet shall list the name, company name, and contact information of the design professional who prepared the plans or is in responsible charge.
- 1.10 Cal Green Standards:** Provide notes and details to show compliance with the California Green Building Standards Code.

2. SITE PLAN

A site plan is required for all projects and shall include the following information as necessary to demonstrate compliance with legal lot status, site accessibility, parking, distances of proposed construction to property lines and other structures, etc.

- 2.1 Property Lines:** Show, label, and dimension all property lines.
- 2.2 Setback Lines:** Show and label all required and proposed setback lines.
- 2.3 Easements:** Show and label all existing and proposed easements, including the type of easement. Provide a note on the plan stating, "All easements on the subject property are accurately shown and identified on this sheet." This note must be signed by the design professional responsible for the preparation of the plan.
- 2.4 Street/Right of Way:** Show and label all existing and proposed streets, parkways, sidewalk, curb cuts, driveways, curb to property line distances. Indicate any separate permit for proposed improvements in the public right of way or public service easements.
- 2.5 Off-Street Parking:** Show all "off-street" parking spaces that are not within a structure. Identify any accessible parking spaces.
- 2.6 Drainage:** Show existing and proposed drainage patterns, including roof drains and area drains.
- 2.7 Structures and Hardscape:** Show location and dimensions of all existing and proposed buildings and structures, including accessory structures such as fences, walls, trash enclosures, patio covers. Hardscape (pavement) shall be delineated and identified by a symbol/pattern.
- 2.8 Separation Distances:** Show the separation distance between adjoining buildings or structures and the distance from property lines to all buildings or structures.
- 2.9 Contours:** Provide contour intervals at two feet and as necessary to understand the character of the site.
- 2.10 Utilities:** Show all existing and proposed utilities on the property and adjacent right of way, including hydrants, vaults, transformers, electrical meters, electric sub-panels, poles, water meters, water and sewer lines, gas meters and gas lines, etc. Show overhead and underground utility lines. Include size and type of existing and proposed utilities.
- 2.11 Refuse & Recycling Areas:** Show and label the location, including dimensions of existing and proposed refuse and recycling materials storage areas.
- 2.12 Projections:** Show architectural projections such as stairs, balconies, eave overhangs etc.
- 2.13 Plumbing Site Plan:**
- 2.13.1 Include the size and layout of the building sewer, point of connection to the public sewer, and clean outs.
 - 2.13.2 Show water meter(s), backflow prevention device(s), main water piping. Specify sizes and types. The size of the water meter and building supply pipe shall be determined in accordance with the California Plumbing Code. Calculations used to determine the required size of the water meter and building supply pipe shall be provided on the plan.
 - 2.13.3 For projects involving installation or relocation of gas appliances, provide floor plan and isometric layout or line diagram of gas piping and location of gas meter. Line Diagram shall indicate the maximum length of gas piping (or length of branches if calculation is done for each pipe branch).
- 2.14 Cal Green Standards:** Provide notes and details to show compliance with the California Green Building Standards Code.
- 2.15 Best Management Practice (BMP) Plan:** Show all construction BMPs, permanent construction BMPs, post-construction BMPs, and Low Impact Development (LID) design features and details. Label as BMP Sheet.

- 2.16 Conditional – Drainage/SWPPP (Land Development Engineering):** For projects with additions exceeding 1,000 square feet, a separate Drainage/Stormwater Pollution Prevention Plan (SWPPP) submittal is required through the City’s [Civic Access](#) online portal. Drainage/SWPPP sample: <https://www.cityofglendora.gov/files/assets/city/v/1/public-works/engineering/documents/local-swppp-sample.pdf>
- 2.17 Public Works Notes:** Add the following notes.
- 2.17.1 The Contractor shall be responsible for compliance with all N.P.D.E.S. requirements.
 - 2.17.2 All removed/demo material shall be disposed at a facility designated to accept and process such materials.
 - 2.17.3 No stockpiles or material storage is allowed within the public right of way anytime during the construction unless a temporary encroachment permit is obtained through Public Works.
 - 2.17.4 If any equipment, truck, or vehicle is parked on the street occupying half or more width of the lane and/or disrupting the normal traffic flow, the contractor must submit a traffic control plan and get it approved prior to start of work.
 - 2.17.5 Any work within City right-of-way requires a Public Works permit.

3. ARCHITECTURAL PACKAGE

This package consists of floor plans, elevations, roof plans, building sections, door & window schedules, architectural details, etc.

- 3.1 FLOOR PLAN -** Provide a floor plan of all floors; indicate use of all rooms (existing and proposed); show all balconies, attached decks, covered porches and patios, etc.
- 3.1.1 **Dimensions:** Show dimensions to all proposed spaces and notable features, including but not limited to walls, columns, doors, windows, stairs, etc.
 - 3.1.2 **Floor Levels:** Indicate all floor levels (i.e., ground floor, second, third, etc.). Identify any level changes within floors.
 - 3.1.3 **Ceiling Heights –** Note the ceiling height of each room.
 - 3.1.4 **Doors and Windows:** Identify and show all doors and windows. Cross reference doors and windows to the door and window schedule.
 - 3.1.5 **Conditional - Demolition Floor Plan:** Where portions of any structure are to be demolished or altered, provide a demolition floor plan. Submit a clear, fully dimensioned demolition sheet for each floor that shows and identifies all walls, windows, doors, stairs, appliances, plumbing fixtures, etc., to be altered or removed.
 - 3.1.6 **Plumbing Fixtures:** Show all existing, proposed and relocated plumbing fixtures.
 - 3.1.7 **Plumbing & Mechanical Equipment:** Show location, size, make and model of proposed heating equipment and water heater. (May be shown on separate mechanical plans.)
 - 3.1.8 **Bathroom Fixture Clearances –** Specify and show required fixture clearances and dimensions, e.g., minimum shower size, toilet and lavatory clearances, etc.
 - 3.1.9 **Aging-In-Place –** Specify required aging-in-place features.
 - 3.1.10 **Attic Access –** Show location and size of attic access.
 - 3.1.11 **Electrical Floor Plan:** Show and specify electrical appliances, receptacle outlets, light fixtures, switches, meter panel, sub panel(s), etc.
 - 3.1.12 **Electrical Smoke Detectors/Carbon Monoxide Alarms:** show all existing, proposed and relocated smoke detectors and carbon monoxide alarms.
 - 3.1.13 **Conditional - Stairways & Elevators:** Indicate the location and travel direction of all stairways.
 - 3.1.14 **Conditional - Roof Access:** When present, show location of roof access stairs and ladders.
 - 3.1.15 **Conditional - Fire Resistive Construction:** Where fire resistive construction is proposed, show fire resistive construction components of the building on the floor plans. These components may include occupancy separation walls, rated shafts, fire walls, fire barrier, fire partitions, and other rated means of egress systems.
 - 3.1.16 **Recommended - Grid Lines:** The grid lines specified on the architectural plans must be consistent with grid lines shown on structural plans.

- 3.2 ELEVATIONS** - Required for new construction or alterations that impact the exterior of the buildings and shall include the following:
- 3.2.1 **Elevation Labels:** Drawings must be separate and labeled North Elevation, South Elevation, East Elevation and West Elevation. All elevation plans must be drawn accurately to scale and fully dimensioned.
 - 3.2.2 **Grades:** Clearly show and label existing and proposed grades.
 - 3.2.3 **Floor Elevations:** Indicate all finished floor elevations.
 - 3.2.4 **Building Height:** Indicate building heights.
 - 3.2.5 **Exterior Finishes** – Specify and show all exterior finish materials.
 - 3.2.6 **Architectural Details:** Show and label exterior architectural details and location of all windows, doors, balconies, and other architectural features.
- 3.3 Conditional - ROOF PLAN:** Required for all new construction or any modification to the existing roof and shall include the following:
- 3.3.1 **Roof Detail:** Show all hips, valleys and ridges, drains and overflow drains.
 - 3.3.2 **Material:** Show roofing material with complete specifications.
 - 3.3.3 **Screening Elements:** Indicate any mechanical equipment and details of any architectural screening element.
 - 3.3.4 **Conditional - Vents/Skylights/Chimneys:** Show location and type of all roof vents, chimneys and skylights if applicable.
- 3.4 BUILDING SECTIONS** shall include the following information:
- 3.4.1 **Framing:** Show sections across floors, walls, and roof and include the insulation R values.
 - 3.4.2 **Elevations:** Show finish floor and roof level elevations.
 - 3.4.3 **Conditional - Ceilings:** Show ceiling framing, height of ceiling, suspended ceiling, dropped ceilings and soffits.
 - 3.4.4 **Conditional - Architectural Projections:** Show all interior and exterior architectural projections. Include stairs, balconies and eave overhangs.
 - 3.4.5 **Conditional - Stories:** Provide cross-section views of the building such that the numbers of stories are clearly identified. Cross reference building sections to architectural floor and site plans.
 - 3.4.6 **Conditional - Stairs, Shafts, and Elevators:** Show stairs, shafts, elevators in the building cross sections.
- 3.5 DOOR AND WINDOW SCHEDULES**
- 3.5.1 **Door and Window Schedules:** The schedule should include size, type, hardware, fire and Sound Transmission Class (STC), U factor (overall coefficient of thermal transmission), and SHGC (Solar Heat Gain Coefficient) for all fenestration.
 - 3.5.2 **Recommended - Finish Schedule:** Provide a finish schedule. This schedule should include finishes for walls, ceilings, and floors.
- 3.6 ARCHITECTURAL DETAILS**
- 3.6.1 **Stairs, Handrails and Guardrails:** Provide dimensioned architectural details of all stairs, handrails and guardrails.
 - 3.6.2 **Fire Resistive Details:** When proposed construction involves fire resistive assemblies, provide fire resistive details of walls, ceilings, floors, roofs, shafts and penetrations.
 - 3.6.3 **Attic and Underfloor Ventilation:** Provide ventilation calculations and specifications for attic and underfloor ventilation. Show vents on Elevations and Roof Plans.

4. STRUCTURAL PLAN PACKAGE

Structural Plan Package is required for all construction that involves any new construction, modification to existing structure, additions to existing structures, and major changes of use. The structural plan package includes schedules and construction specifications, foundation plans, framing plans and structural details.

4.1 SCHEDULES AND CONSTRUCTION SPECIFICATIONS

- 4.1.1 **Structural Notes**
- 4.1.2 **Nailing Schedule:** When the construction involves wood components, provide a complete nailing schedule consistent with the California Building Code or the California Residential Code, as applicable.

- 4.1.3 **Construction Specifications:** Provide complete construction specifications for materials used on the project. The materials may include concrete, wood, steel, masonry, etc.
- 4.1.4 **Conditional - Shear Wall Schedule:** Show shear wall schedule, if applicable (wood construction) and identify all shear walls, specifications, and nailing requirements.
- 4.1.5 **Conditional - Statement of Special Inspection:** List required special inspection(s).
- 4.1.6 **Recommended - “Basis of Structural Design” information:** The “Basis of Structural Design” information must include design loads such as dead, live, wind, and seismic, seismic design criteria information, soil profile information and condition of soil information.
- 4.2 **FOUNDATION PLAN -** Provide the following details on foundation plans:
 - 4.2.1 **Dimensions:** Show completely dimensioned foundation plans. The foundation plan must incorporate the foundation system as recommended in the Geotechnical Investigation Report.
 - 4.2.2 **Retaining Walls:** Show location, height and complete details of all proposed retaining walls.
 - 4.2.3 **Footings and Grade Beams:** Show continuous and spread footings and grade beams. Include dimensions, reinforcement size and spacing.
 - 4.2.4 **Anchors/Bolts:** Show location, size and spacing of hold down anchors and anchor bolts.
 - 4.2.5 **Conditional - Slab Details:** Show slab thickness, size and spacing of reinforcing steel, including tendon layout for post tension slab. Show under slab vapor retarder and capillary break when required by CalGreen.
 - 4.2.6 **Conditional - Caissons and Piers:** Show size and dimensioned location of caissons and piers. Specify rebar size and spacing when the foundation system includes caissons and piers.
 - 4.2.7 **Conditional - Design:** A licensed professional engineer must design the foundation system when the foundation is supported on expansive soils or fill soils per Chapter 18 of the California Building Code or Section R401.4 of the California Residential Code.
- 4.3 **FRAMING PLANS - FLOOR, ROOF & CEILING**
 - 4.3.1 **Framing Members:** Show the material, size, location, direction, span, and spacing of all framing members. The framing members include headers, beams, girders, floor joists and/or trusses and ceiling framing.
 - 4.3.2 **Posts/Columns:** Identify posts and columns on the plans by size, type, location and spacing.
 - 4.3.3 **Diaphragms:** Specify type and thickness of floor and roof diaphragms.
 - 4.3.4 **Roof framing:** Identify all ridge, hip and valley members by size and framing system.
 - 4.3.5 **Bearing & Shear Walls:** Identify bearing walls, and shear walls above and below floor/roof levels.
 - 4.3.6 **Nailing:** Identify roof and floor diaphragm nailing pattern. Show nail type, size and spacing.
 - 4.3.7 **Conditional - Reinforcing Steel:** Show reinforcing steel grade size and spacing for post-tension and conventionally reinforced concrete members.
 - 4.3.8 **Conditional - Lateral Load Resisting Frames:** Identify by type and location all lateral load resisting frames on the plans. Provide frame elevations and cross reference to the detail sheets.
 - 4.3.9 **Conditional – Solar Photovoltaic (PV) System:** Show support system for roof PV installations. Show method of attachment to the supporting system.
- 4.4 **STRUCTURAL DETAILS -** Details shown on the construction documents should be specific to the project. All details not applicable to the project must be either removed from the project documents or be noted as being “not applicable.”
 - 4.4.1 **Cross Section:** Provide cross section details of all free-standing walls, structures, and fences.
 - 4.4.2 **Framing Detail:** Provide framing detail of all walls, floors, roofs, stairs. Specify size, type, and spacing of all members.
 - 4.4.3 **Shear Transfer Details:** Provide shear transfer details (show blocking, nailing, bolts).
 - 4.4.4 **Conditional - Connection Details:** Provide connection details representative of the assumed framing and support elements used in the engineering of the structural system of the project. The connection details should include connection for all structural elements such as columns, beams, walls, floor framing elements. Show all hardware, nails, welds, and reinforcing bars.

5. CALIFORNIA ENERGY DOCUMENTATION

Energy documentation is required to indicate compliance with the California Energy Commission regulations.

- 5.1 CF1R Forms (Residential Certificates of Compliance) must be reproduced on the plans.
- 5.2 When using Performance approach, submit a complete performance package using the most current version of California Energy Commission (CEC) approved computer program.
- 5.3 If your project scope includes HERS measures, CF1R documents need to be completed through a HERS Provider's registry.
- 5.4 Required Solar Photovoltaic Systems may be deferred.

6. Conditional - STRUCTURAL CALCULATIONS

Required for new buildings and structures and for modifications to existing buildings and structures. Buildings that are designed in full compliance with the conventional construction provisions of the California Building Code or the California Residential Code may not require structural calculations.

- 6.1 **Responsible Charge:** First sheet of calculations shall include the name, stamp, and signature of the licensed engineer or architect who prepared or is responsible for the calculations.
- 6.2 **Design Loads:** Tabulate and itemize, on the first sheet of the calculations, the design loads used on the project. These loads will include dead loads, live loads, seismic and wind lateral loads. (Show summary of assumptions made in the engineering design.)
- 6.3 **Construction Details:** All construction details shown in the structural calculations must be on the plans and cross referenced to applicable locations on the roof, floor or foundation plans.
- 6.4 **Computer Generated Calculations:** All computer-generated structural calculations must be based upon the governing building codes. Provide documentation showing compliance with this requirement that shows the programming logic of computer-generated or computer calculated structural calculations. There are several standardized recognized and accepted programs that may not need this documentation to be presented at submittal.

7. Conditional - TRUSS PLANS AND CALCULATIONS

When prefabricated trusses are proposed, plans must be accompanied by truss calculations and details and must meet the following submittal requirements.

- 7.1 **Plans:** The framing plan for the roof or floor shall include a complete layout of the trusses with the identification of the trusses. Name and address of the manufacturer of trusses must be shown on truss framing plan. Truss framing plan and each sheet of the truss details shall be stamped and signed by the California registered civil or structural engineer in responsible charge of design of trusses.
- 7.2 **Details:** Shear transfer details compatible with the truss system must be shown on the plans.
- 7.3 **Design Loads:** A summary of the loading criteria for the design of the trusses must be shown on the plans.
- 7.4 **Truss Calculation:** Provide truss calculations, indicating loading criteria and member sizes. The first page of truss calculations and each page showing truss details and specifications shall be stamped and signed by the California registered civil or structural engineer in responsible charge of design trusses.
- 7.5 **Identification:** Each truss shall be identified with a truss identification number which is referenced on floor or roof framing plans.
- 7.6 **Design Loads:** The specified dead, live and seismic or wind lateral loads used in the design must be comparable to the design loads assumed in the engineering calculations of the building.
- 7.7 **Loads:** Any special loading conditions on trusses such as concentrated drag or chord loads must be shown on the plans.

8. FIRE PACKAGE

8.1 Fire Flow Availability: Los Angeles County Fire Department (LACFD) Form 195 is required for all new dwellings, additions, and as required by the LACFD.

Link to Form 195:

<https://fire.lacounty.gov/wp-content/uploads/2022/02/Form-195-rev-02-2022-Final-fillable.pdf>

- Applicant must complete Part I of the form and submit application through the Civic Access portal. <https://cityofglendora-energygovweb.tylerhost.net/apps/selfservice#/home>
- The City of Glendora Water Division will complete Part II of the form.
- Once Part II has been completed by the Water Division, the form will be returned to the applicant and must be included in the submittal of construction documents for building permit(s).
- Projects that do not meet all of the requirements for approval must be submitted to the Los Angeles County Fire Prevention Division for review and approval before a building permit can be issued.

8.2 Conditional – Fire Hazard Severity Zone – Buildings located in any Fire Hazard Severity Zone shall comply with the provisions of the California Wildland-Urban Interface Code. Plans shall show detailed compliance.

8.3 Conditional – Fire Department Review - Los Angeles County Fire Department (LACFD) review is required for new dwellings, additions, and other projects as required by LACFD when located within a Fire Hazard Severity Zone. Submittals to LACFD are made online at epicla.lacounty.gov. Please contact LACFD directly for questions regarding their process.

8.4 Conditional – Fire Sprinklers - Residential fire sprinklers shall be provided as required by the California Residential Code and the Los Angeles County Fire Code. An automatic sprinkler system shall be installed in new dwellings. Fire sprinklers may be a deferred submittal item.

- Fire sprinkler submittals are made to LACFD at epicla.lacounty.gov. Please contact LACFD directly for questions regarding their process.
- An accessory dwelling unit may be exempt from fire sprinkler requirements provided that all of the following are met:
 - The existing primary residence does not have automatic fire sprinklers.
 - The accessory detached dwelling unit does not exceed 1,200 square feet in size.
 - The project is shown to meet all of the requirements for approval contained in Los Angeles County Fire Department Form 195.
 - The project site is not located in a Fire Hazard Severity Zone.

9. Conditional – GEOTECHNICAL INVESTIGATION REPORT

A geotechnical investigation report shall be submitted for new residential buildings, additions over 500 square feet, two-story additions, locations in hillside areas, locations with questionable soil characteristics, expansive soil, earthquake fault zones, liquefaction zones, landslide zones, or as required by the Building Official. A geotechnical investigation report shall also be submitted with the grading permit application through the City's [Civic Access](#) online portal should a grading plan be required – see CIVIL PACKAGE section.

9.1 Project and Site Specific: The Geotechnical Investigation Report must be specific to the proposed project and project site.

9.2 Responsible Charge: Geotechnical Investigation Report and other geotechnical documents must be stamped and signed by appropriately licensed professionals as required by State law.

9.3 Date: Geotechnical Investigation Reports shall not be more than two years old unless accompanied by an addendum geotechnical investigation report or update letter less than two years old that states the findings, conclusions, and recommendations remain valid for the proposed project.

10. Conditional - CIVIL PACKAGE (Land Development Engineering)

Civil engineering documents are generally required when a project includes earthwork quantities of 50 cubic yards or more, or as required by the project's conditions of approval when an entitlement is involved.

Civil package requirements may vary by project; however, residential civil packages typically include a grading plan, geotechnical report, hydrology report, low impact development (LID) report, and stormwater pollution prevention plan (SWPPP)/erosion control plan.

All civil documents shall be submitted separately through the City's [Civic Access](#) online portal. Civil documents shall not be submitted with the building plans.

Building permits will be issued once all applicable requirements have been completed, including Land Development Engineering Division approval. LD Engineering approval is obtained after the grading permit has been issued and rough grade certifications have been provided, as applicable. LD Engineering will provide a checklist outlining the project requirements for grading permit issuance and closeout.

The following are civil documents that are typically required.

- 10.1 Grading Plan:** Grading plans shall be required when a project has earthwork quantities of 50 cubic yards or more, or when a project includes a new building footprint of 2,000 square feet or more. Grading plans must be designed by a licensed civil engineer. Guidelines for the grading plan can be found below.
Link to grading plan guidelines: <https://www.cityofglendora.gov/Explore/Public-Works/Forms-and-Documents>
- 10.2 Title Report:** Title report shall be submitted to verify any and all easements within the property. Easements must be shown on the grading plan. Title reports can be obtained through a title company.
- 10.3 Geotechnical Investigation Report:** A geotechnical investigation report is required to be submitted along with the grading plan. For any geotechnical investigation report that is a year old or older, the soils engineer must submit a letter of update stating that they have reviewed the grading plan and that the plan is in conformance.
- 10.4 Hydrology-Hydraulics Report:** Report is also known as a drainage study. Report must compare the drainage conditions between the existing conditions and the proposed conditions. City of Glendora uses the 25-year storm parameter. Guidelines for the report can be found below.
Link to report guidelines: <https://www.cityofglendora.gov/Explore/Public-Works/Forms-and-Documents>
- 10.5 Low Impact Development (LID) Report:** Guideline is based on LA County's LID manual.
- 10.6 Stormwater Pollution Prevention Plan (SWPPP):** Also known as an erosion control plan, this plan shows how stormwater will be mitigated at the construction site. Guidelines can be found below. Please note that for any project that is over 1 acre, there shall be a separate submittal to the state for review.
Link to guidelines: <https://www.cityofglendora.gov/Explore/Public-Works/Forms-and-Documents>
- 10.7 Water Meter Plan:** Projects that require a new or additional water meter must submit a Water Installation/Relocation Plan separately through the City's [Civic Access](#) online portal. The Land Development Engineering Division and Water Division will review the plan for conformance. Once approved, a work order will be created for installation of the water meter by the Public Works Water Division.
Guidelines for the plan can be found under "Water Installation/Relocation Plan" at the link below.
<https://www.cityofglendora.gov/Explore/Public-Works/Forms-and-Documents>

11. OTHER REQUIREMENTS

11.1 School District Certificate of Compliance

A School District Certificate of Compliance is required for new dwellings, additions of living space, and conversions to living space. The certificate is acquired directly from the appropriate school district office. Associated fees are paid directly to the school district. It is recommended that the school certificate is acquired after the building plans have been reviewed and approved and not before. The certificate must be provided to the Building Division prior to issuance of the permit.

11.2 Waste Management Plan (WMP)

Under State law, all construction and demolition projects must recycle their waste debris. All covered projects are required to submit a Waste Management Plan (WMP).

The purpose of the WMP is to identify the following:

- The estimated volume or weight of debris that will be generated;
- The volume or weight of materials that will be landfilled and diverted via reuse or recycling;

- The vendor or facility that will be used to collect or receive the material;
- Any special or specific activities that the applicant will use to comply with the State law.

Please review the Waste Management Plan Information Sheet and Application for more information about compliance with the State Law. <https://www.cityofglendora.gov/files/assets/city/v/2/community-development/building-division/forms-and-documents/waste-management-2024-application.pdf>

Some projects may require a deposit to be submitted with the WMP application. Deposits are refunded subject to compliance with the State Law.

For assistance, please contact Environmental Services at environmentalservices@cityofglendora.gov

11.3 City of Glendora Water Division Requirements

- 11.3.1 Show existing and proposed water service locations on the plans.
- 11.3.2 Include domestic water demand calculations and service size, including fixture count for the entire property. Include engineering calculations used for water demand to verify that the current meter and service size will accommodate the additional fixtures. Include the meter size, service size, and distance of the furthest fixture from the meter.
- 11.3.3 Please indicate if fire sprinklers are to be used and include them in the calculation for water demand.
- 11.3.4 For meter protection a backflow device from the LA County List of Approved Backflow Devices will be required. Please reference City of Glendora Standard 2.30 and please show location of backflow on plans. Backflow device should be located within 10' of existing and/or new water meter.
- 11.3.5 Separate services and meters may be required.
- 11.3.6 It is the owner's/contractor's responsibility to call for underground service. Call 811 to have underground utilities marked 48 hours prior to work starting.

11.4 Conditional - Address Assignment

A City-assigned address is required for each dwelling. Address assignment must be completed prior to permit issuance or as otherwise directed by the City.

11.5 Conditional – Curb Stenciling (Public Works)

Curb stenciling is the act of painting address numbers on the curb to distinguish a property's address from the neighboring properties. The City is the only authorized agency that will stencil the address on the curb. Requests must be emailed to Public Works at public_works@cityofglendora.gov.