



Building Division | City of Glendora
116 E. Foothill Blvd., Glendora, CA 91741
Building Division tel.: (626) 914-8222
www.cityofglendora.org

SUBMITTAL REQUIREMENTS
DOWNSIZE WATER METER
*SINGLE-FAMILY RESIDENCES, DUPLEXES, AND
ACCESSORY DWELLING UNITS (ADUs)*

DOWNSIZE WATER METER SUBMITTAL REQUIREMENTS LIST

For Single-Family Residences, Duplexes, and Accessory Dwelling Units (ADUs)

Introduction:

This document outlines the submittal requirements for downsizing the water meter. Complete and accurate submissions are essential for project review and approval. Incomplete or inaccurate plans may lead to rejection or requests for further information.

1) Submission Format:

- a) All documents and plans must be submitted in unlocked PDF format.
- b) Ensure proper orientation and sequencing of pages.
- c) Combine plan sets into a single PDF file; supporting documents should be in separate files with clear labels.

2) Plumbing Plan Requirements:

- a) **Project Information:** On the first sheet, include the following information:
 - i) **Scope of Work:** Detail the complete scope of work.
 - ii) **Sheet Index:** List all included sheets.
 - iii) **Project Team:** Names and contact numbers of all design professionals.
 - iv) **Property Owner:** Name(s) and address(es).
 - v) **Property Description:** Legal description and Assessor Parcel Number(s).
 - vi) **Use:** Identify each building use (e.g., ADU, Single-Unit Dwelling, Duplex)
 - vii) **California Plumbing Code edition:** (e.g. 2022 California Plumbing Code)
 - viii) **Fire Hazard Severity Zone:** Yes/No
 - ix) **Fire Sprinklers:** Yes/No.
- b) **Scale:** Draw plans to an indicated standard scale.
- c) **North Arrow:** Include a North arrow on all plan views.
- d) **Legend:** Include a clear legend for all graphic symbols.
- e) **Responsible Charge:** Plumbing plans and calculations shall be prepared, stamped and signed in accordance with the California Business and Professions Code:
 - i) Plumbing plans and calculations may be stamped and signed by a licensed mechanical engineer.

- ii) A licensed architect or civil engineer may sign the plumbing plans and calculations if they are the responsible designer of the plumbing system.
- iii) A licensed plumbing contractor may sign and stamp the plans and calculations if they are responsible for both designing and installing the system.

f) **Site Details:**

- i) Include property lines, structures, easements, and street/right-of-way.
- ii) Detail existing and proposed utilities with sizes and types, including water meters and backflow devices.

g) **Water Supply Layout:**

- i) Provide a comprehensive layout of the water supply system, including:
 - (1) Water piping sizes and materials.
 - (2) Locations of meters, backflow prevention devices, and connection points.
 - (3) Dimensions of piping segment lengths and the total system length from the meter to the furthest fixture.

h) **Calculations:**

- i) Provide calculations for the water meter and supply pipe size in accordance with the California Plumbing Code.
- ii) Specify the elevation difference between the water meter and the highest water fixture on the site.
- i) Specify the water pressure at the site.

3) **LA County Fire Department Approval (Conditional):**

Alterations that affect the water supply serving fire protection systems, such as fire sprinklers, require:

- Plan submittal of the proposed alterations to the Los Angeles County Fire Department (LACoFD) for review.
- Explicit approval from LACoFD for the proposed changes.
- Submittal of a copy of the LACoFD-stamped plans to the Building Division.

4) **Plan Review Application and Submittal**

- a) Plan review application and submittal instructions can be found at <https://www.cityofglendora.org/departments/community-development/building-division/permit-application-and-plan-review>