



Building Division | City of Glendora

116 E. Foothill Blvd., Glendora, CA 91741

Building Division tel.: (626) 914-8222

www.cityofglendora.org

APPLICATION SUBMITTAL INSTRUCTIONS

PLAN REVIEW APPLICATION

- Complete a Building Plan Check/Permit Worksheet.
- Email the completed worksheet to the Building Division to:

buildingdiv@cityofglendora.org

- Please do not send plans with this worksheet.
- Building Division will review and process the completed worksheet, and follow-up with an email providing electronic payment instructions.

PERMIT APPLICATION

- Complete a Building Plan Check/Permit Worksheet.
- Email the completed worksheet to the Building Division to:

buildingdiv@cityofglendora.org

- Building Division will review and process the completed worksheet, and follow-up with an email providing electronic payment instructions.

CITY OF GLENDORA | BUILDING DIVISION PLAN CHECK/PERMIT WORKSHEET



Building Address:	
Description of Work:	

Owner Name:	Phone:
Address:	City: Zip:
Applicant Name:	Phone:
Address:	City: Zip:
Contractor/Eng./Arch./Designer Name:	Phone:
Address:	City: Zip:
State License No. :	License Type: Expiration Date:
EMAIL CONTACT (for plan review comments):	

ELECTRICAL SYSTEM		MECHANICAL SYSTEM		PLUMBING SYSTEM	
# of Units	Description	# of Units	Description	# of Units	Description
	Receptacles		FAU ___ Heater ___		Bath Tub
	Lights		Up to 100,000 BTU		Clothes Washer
	Switches		Up to 1,000,000 BTU		Dishwasher
	Range		Over 1,000,000 BTU		Floor Drain
	Cellular Antenna		Air Handler		Gas System
	Clothes Dryer/Washer		Up to 2,000 CFM		Gas Outlets
	Dishwasher		Up to 10,000 CFM		Grease Trap
	Electric Vehicle Station		Over 10,000 CFM		Hose Bib
	Furnace in Attic		AIR CONDITIONER:		Kitchen Sink
	Furnace in Closet		SEER ___ TONNAGE ___		Laundry Tub or Tray
	Garbage Disposal		HVAC RESIDENTIAL SYSTEM		Lawn Sprinkler System
	Generator		HVAC ELECTRICAL		
	Light Standards		Air Inlet/Outlet		Main Line Water Piping
	Photo Voltaic System		Alter Duct System		Misc Water Piping
	Service – Not Over 200 AMP				
	Service – Sub Panel		Appliance Vent		Shower
	Service – Over 200 AMP		Evaporative Cooler		Swimming Pool Piping
	Signs		Exhaust Fans		Toilet or Urinal
	Space Heater		Factory Built Fireplace		Water Basin/Sink
	Stationary Appliance (1/2 HP)		Fire Damper		
	Stationary Cooktop				Water Heater
	TPP ; ___ # of distribution poles		Kitchen Hood & Exhaust System		• Solar Water Heater
	Transformer		Spray Booth; Exhaust System		• Tank Water Heater
	Water Heater (electric)		Ventilation System		• Tankless Water Heater
	New Dwelling (sq footage)				Water Softener
	New Apartments (sq footage)				

SEWER SYSTEM	PW Permit # _____
House Sewer Connecting to Public Sewer	Sewer Map Location:
Septic Tank Seepage Pit or Pits and/or Drain Field	Lateral Station:
Overflow Seepage Pit Drain Field, Cesspool, Drywell	Manhole Reference: Upper Lower Depth ___
Connect Additional Building or Work to Sewer	Type of Connection: Y Curb PL Saddle
Alter, Repair or Abandon House Sewer or Disposal System	L.A. County Sanitation District No.: _____
Grease Interceptor	

SQ FT	DEMOLITION
	Description:
	Square Footage
	No. of Structures:

	FIRE ALARMS
	Valuation:

SQ FT	FIRE SPRINKLERS
	Square Footage

	PHOTO VOLTAIC
	# of Modules
	Wattage (EA):
	Total Wattage

SQ FT	POOL/SPA
	Pool
	Spa
	Built In BBQ \$_____ Valuation
	Firepit /Fireplace \$_____ Valuation

SQ FT	RETAINING WALL
	Linear Feet
	Height
	Linear Feet
	Height
	Total Area

SQ FT	REROOF
	# of Squares of Material
	Material:_____
	ICBO/ICC# for Tile Roof # _____
	Detached Garage (Yes/No) _____
	Tear-Off (Yes/No) _____

SQ FT	RESIDENTIAL
	Balcony/Deck
	Garage Conversion
	Garage/Shed
	Patio Cover/Porch
	<ul style="list-style-type: none"> • Lattice Patio • Solid Roof Patio • Enclosed Patio
	Remodel
	Room Addition
	Single Family Residence (new)
	Multi family Residence (new)
	<ul style="list-style-type: none"> • Apartments No. of units: _____ • Condominiums No. of units: _____ • Townhomes No. of units: _____

SQ FT	COMMERCIAL – NEW CONSTRUCTION
	Auditorium
	Bank
	Church
	Hotels & Motels
	Industrial
	Institutional
	Medical Office
	Office
	Public Garage
	Restaurant
	School
	Service Station
	Store
	Theater
	Warehouse
	Free Standing Wall
	Trash Enclosure
	Trellis/Awning/Entry
	Valuation:

	SIGNS
	Illuminated Wall Sign
	Non Illuminated Wall Sign
	Monument Sign
	Name on Sign:
	Valuation \$ _____

SQ FT	TENANT IMPROVEMENT
	Description:
	Square Footage
	Occupancy:
	Use:

COMPLETE FORM AND RETURN VIA EMAIL TO:
BuildingDiv@CityOfGlendora.org