



City of Glendale

City Licensing, Inspection, and Permits Portal (CLIPP) Reference Guide

This document is intended to provide support on the use of the City Licensing, Inspection, and Permits Portal (CLIPP), which can be accessed through the City of Glendale website. The City Licensing, Inspection, and Permits Portal (CLIPP) allows home owners, contractors and general public conducting business in the City of Glendale to view and track details of various permits, licenses and planning cases online with a free user account. The portal user account email must be associated with the permit, license or a planning case in order to access project details and request inspections.

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Introduction

The City Licensing, Inspection, and Permits Portal ([CLIPP](#)) allows home owners, contractors and general public conducting business in the City of Glendale to view and track details of various permits, licenses and planning cases online with a free user account. The portal user account email must be associated with the permit, license or a planning case in order to access project details and request inspections. General property information can be accessed on the [City of Glendale Property Portal](#) by Permit Number, Site Address or a Parcel Number.

The City Licensing, Inspection, and Permits Portal (CLIPP) provides the following online services:

- Check Permit and Plan Check status
- Check Inspection Results
- Review Project related financial data

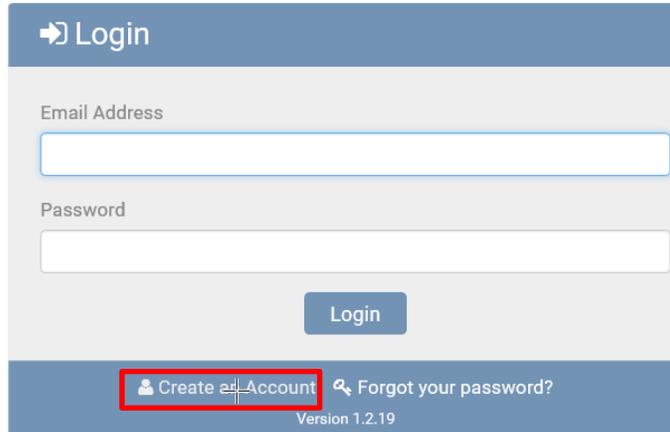
California licensed contractors and homeowners will have access to the following additional services:

1. Request Inspections for Building and Fire Permits
2. Cancel Inspections
3. Add Subcontractor to Issued Permits

Create an Account

Open your Internet browser and in the address bar type <https://csi.glendaleca.gov/CLIPP> . You may also access the website link from the [Online Services](#) tab via [City of Glendale website](#).

1. Click on **Create an Account** link at the bottom of the login box.



The screenshot shows a login form with the following elements:

- Header: Login
- Input field: Email Address
- Input field: Password
- Button: Login
- Footer: Create an Account (highlighted with a red box), Forgot your password?
- Version: 1.2.19

2. Enter your account information. Select the appropriate *Account Type*. Note that the contractor license details will be automatically populated from the “Contractor State License Board” after user enters the license number.

All required fields are marked with a red * asterisk.



The screenshot shows the 'Account Information' form with the following fields and a dropdown menu:

- Account Information
- Email Address * (input: iisayan@glendaleca.gov)
- License Number * (input: License Number)
- Principal Name * (input: Principal Name)
- City Business License * (input: City Business License)
- Account Type * (dropdown menu open)
- License Expiration Date * (input: License Expiration Date)
- Class Codes * (input: Class Codes)
- City Business Expiration Date * (input: City Business Expiration Date)

The dropdown menu for Account Type includes the following options:

- Please Select
- Agent/Representative
- Appellant
- Applicant
- Architect
- Attorney
- Business Owner
- Contractor
- Designer
- Driver
- Engineer
- Location Manager/Manager
- Masseur/Masseuse
- Other
- Owner
- Owner/Builder
- Tenant

- Review the terms of use described in the Disclaimer section at the bottom of the Account Information form and click **Submit**.

glendale
california

Account Information

Required fields are marked with an asterisk*

Email Address * Account Type *

License Number * License Expiration Date *

Principal Name * Class Codes *

City Business License * City Business Expiration Date *

First Name * Middle Name

Last Name * Company Name

Address * City *

State * Zip *

Phone Number * Ext

Work Phone Ext

Fax Receive Notification

DISCLAIMER

The City of Glendale is neither responsible nor liable for any viruses or other contamination of your system, nor for any delays, inaccuracies, errors or omissions arising out of your use of the web site or with respect to the material contained on the web site, including without limitation, any material posted on the web site. This web site and all materials contained on it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The City of Glendale is not responsible for any special, direct, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, the web site and/or the materials contained on the web site, whether the materials contained on the web site are provided by the City of Glendale or a third party.

Terms and Conditions

You should now see the following message, indicating to check your email for login instructions and temporary password.

Thank you for creating a user account with the CLIPP(City Licensing, Inspection, and Permits Portal). You can now log in by entering your email used for registration and temporary password emailed to you. Please check for an e-mail from No-Reply-CLIPP@glendaleca.gov. If you don't receive an e-mail, please check your Junk E-Mail/Spam folders.

Email Address

Password

Login

To login for the first time, copy your temporary password from your email received from No-Reply-CLIPP@glendaleca.gov then click on the link to go to the [login](#) page.



Next, enter your email address and your temporary password and click **Login**.

→ Login

Email Address

Password

Login

[Create an Account](#) [Forgot your password?](#)

Version 1.2.19

The system will take you to the “My Profile” page **Change Password** section where you will need to enter your temporary password as your current password then enter a new password of your choosing. Click **Change Password**, then log back in with your new password.

MY PROFILE

CONTACT CHANGE PASSWORD

CHANGE PASSWORD

Email Address: irma.isayan@gmail.com

Current Password

New Password

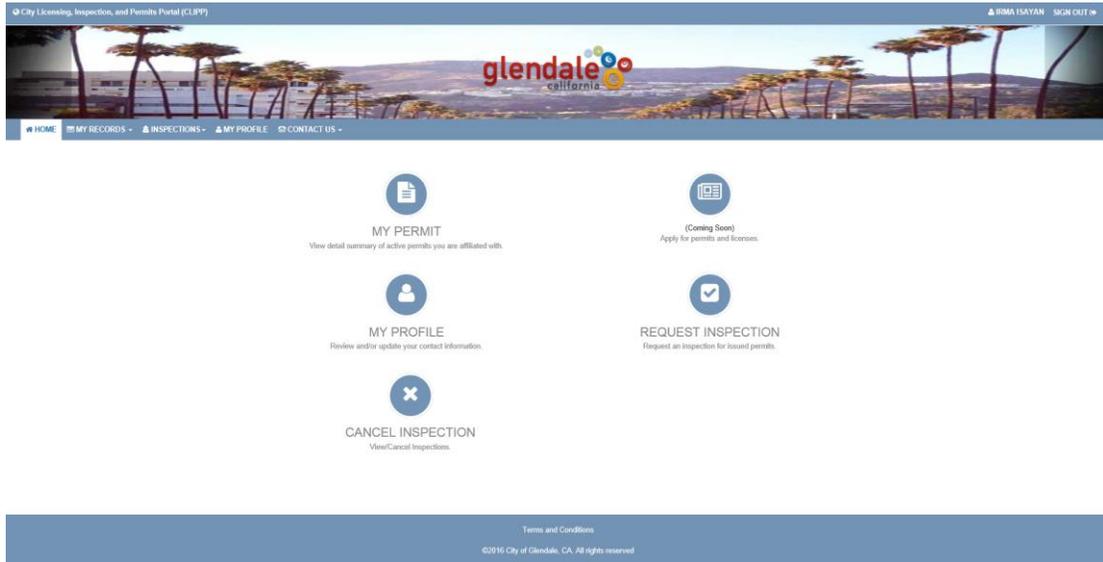
Confirm Password

Change Password

Cancel

Home Page

After successfully login in, you will see the CLIPP home page, where you will have access to Permits/Licenses/Cases linked to your email. **Note, in order to access permits, licenses and planning cases, your email address must be associated with the permits, licenses and cases in the City's Electronic Permitting and Licensing system.** California licensed contractors and homeowner will have access to REQUEST INSPECTION feature.



My Records (Permits, Licenses, Planning Cases)

Click on the MY RECORDS menu and select the appropriate link to view the list of activities that are associated with your CLIPP user account email. **Note** that for security reasons, we are only allowing access to a record if the contact on the original record has the same email as the CLIPP user account email. To view the permit list, click on the **ACTIVE PERMITS** link.



All active permits associated with your CLIPP account email will be listed chronologically grouped by the permit type.

 MY ACTIVE PERMIT

| Address | Permit Number | Type | Sub Type | Status | Description |
|--|---------------------------|-----------------|----------------------------|--------|---|
| 1600 SANTA BARBARA AVE | BB1609150 | Building Permit | Dwelling/Duplex Alteration | Issued | REPLACE (16) WINDOWS AND (4) SLIDING GLASS DOORS ALL WINDOWS AND SLIDING DOORS TO BE TEMPERED. |
| 1827 GARDENA AVE | BB1528420 | Building Permit | Alteration Dwelling/Duplex | Issued | REPLACE EXISTING ALUMINUM WINDOWS (10) BLOCK FRAME WINDOWS, A SINGLE HUNG PICTURE SINGLE KEEPING SILLS A FRAMES |
| 587 SOUTH ST UNIT 1 | BB1605071 | Building Permit | Alteration Apartment/Condo | Issued | REPLACE 2 EXISTING WINDOWS |
| 587 SOUTH ST UNIT 12A | BB1605069 | Building Permit | Alteration Apartment/Condo | Issued | REPLACE TWO EXISTING WINDOWS |
| 587 SOUTH ST UNIT 14 | BB1606484 | Building Permit | Apartment/Condo Alteration | Issued | REPLACE EXISTING WINDOWS AND PATIO DOOR (3) WINDOWS AND 1-PATIO DOOR |
| 587 SOUTH ST UNIT 4 | BB1606483 | Building Permit | Alteration Apartment/Condo | Issued | REPLACE EXISTING ALUMINUM WINDOWS AND PATIO DOOR (8) WINDOWS AND 1-PATIO DOOR |
| 914 SYLVANOAK DR | BB1608466 | Building Permit | Alteration Dwelling/Duplex | Issued | REPLACE EXISTING WINDOWS WITH RETRO FIT VINYL WINDOWS (18 WINDOWS AND 1 PATIO DOOR). |

View Permit Detail

To view permit details, click on the permit number or the address.

 VIEW PERMIT

1600 SANTA BARBARA AVE

 Click on the plus sign to see details

| PERMIT DETAIL BACK | | | |
|---|--|-----------------|------------------------|
| Permit # | BB1609150 | Type | Building Permit |
| Sub Type | Alteration Dwelling/Duplex | Status | Issued |
| Description | REPLACE (16) WINDOWS AND (4) SLIDING GLASS DOORS ALL WINDOWS AND SLIDING DOORS TO BE TEMPERED. | | |
| Applied Date | 05/04/2016 | Issue Date | 05/04/2016 |
| Completion Date | | Expiration Date | 10/31/2016 |
| Valuation | \$20,000.00 | Address | 1600 SANTA BARBARA AVE |
| Created By | agougassian | | |

 CONTACT INFORMATION  ADD SUBCONTRACTOR

 PLAN CHECK/APPROVALS

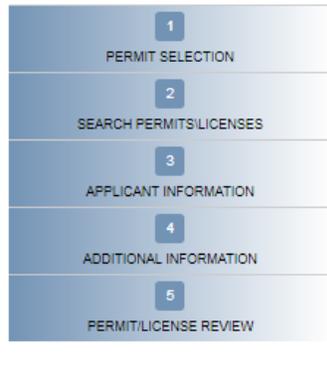
 INSPECTIONS  REQUEST INSPECTION

 INVOICES/RECEIPTS

How to Renew a Contractor Business License

In the Home screen, click the [Renew Online](#) module. It will display the type of permits/licenses you can renew. Click on the corresponding license.

SELECT PERMIT/LICENSE TYPE



1. Select Permit/License type to be renewed.

BUILDING

- [A - General Engineer License](#)
- [B - General Contractor License](#)
- [C - Specialty Contractor License](#)

COMMUNITY DEVELOPMENT

- [Dog License](#)

Note : Please do not use browser back button.

After proceeding, in the Search screen, you will see the Contractor State License available for renewal selected. If you do not see this, you can manually enter your City issued Contractor Business License Number and click search. Select **Next** when ready to proceed.

SEARCH



2. Search and Select City issued Contractor Business License Number.

Search... 

Search by City issued Permit/License number or State License number (for Contractor City Business License Renewal).

● BCBLC1102763 Contractor State License # [2734027](#)

Back Next

Note : Please do not use browser back button.

In the Applicant Information tab, confirm all information is correct before proceeding. You can modify any of the fields, if needed. Select **Next** when ready to proceed.

APPLICANT INFORMATION

| | |
|----------|-------------------------|
| 1 | PERMIT SELECTION |
| 2 | SEARCH PERMITS/LICENSES |
| 3 | APPLICANT INFORMATION |
| 4 | ADDITIONAL INFORMATION |
| 5 | PERMIT/LICENSE REVIEW |

2 Non Locational

2. Verify Applicant Mailing Information

Applicant Name :

Address :

Phone Number :

Work Phone :

Email :

Note : Please do not use browser back button.

Confirm information listed in the Additional Information tab and select **Next** to proceed.

ADDITIONAL INFORMATION

| | |
|----------|-------------------------|
| 1 | PERMIT SELECTION |
| 2 | SEARCH PERMITS/LICENSES |
| 3 | APPLICANT INFORMATION |
| 4 | ADDITIONAL INFORMATION |
| 5 | PERMIT/LICENSE REVIEW |

2 Non Locational

3. Additional Information

Subtype*

Note : Please do not use browser back button.

Before proceeding to our secure payment page, review *all* information on the Permit/License Review tab. After verifying information, proceed to the payment page by clicking on the **Continue To Pay** button.

PERMIT/LICENSE REVIEW

| | |
|----------|-------------------------|
| 1 | PERMIT SELECTION |
| 2 | SEARCH PERMITS/LICENSES |
| 3 | APPLICANT INFORMATION |
| 4 | ADDITIONAL INFORMATION |
| 5 | PERMIT/LICENSE REVIEW |

2 Non Locational

Licenses Detail

| | | | |
|-----------------------------|----------------------------------|-----------------------------|---|
| Type | C - Specialty Contractor License | Sub Type | C16 Fire Protection Contractor,C20 Warm-Air Heating, Ventilating and Air-Conditioning Contractor,C36 Plumbing Contractor,C16 Fire Protection Contractor,C20 Warm-Air Heating, Ventilating and Air-Conditioning Contractor,C36 Plumbing Contractor |
| Issue Date | 14-Sep-2017 | Expiration Date | 31-Dec-2017 |
| State License Number | 224627 | Classification Codes | C-4,C16,C20,C36 |

| CONTACT NAME | CONTACT ADDRESS | CONTACT PHONE |
|--------------|-----------------|---------------|
| John Smith | 734 MERCHANT ST | 123-456-7890 |

| FEE NAME | FEE AMOUNT |
|---|----------------|
| DSA (Division of State Architect) | \$0.30 |
| DSAA (Division of State Architect Administration) | \$0.70 |
| C- Specialty Contractor license; as of July 1st | \$54.00 |
| TOTAL FEE AMOUNT (valid for current year only) | \$55.00 |

Note : Please do not use browser back button.

Please enter your Credit Card//Debit Card information and select the **Pay With Your Credit Card** button.

Review Your Order

Total Amount: USD 55.00

[Return to Edgesoft Inc DEMO0260 Payment Page](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.
We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

You have now successfully renewed your Contractor Business License!

Add Subcontractor (Contractors Only)

To add a subcontractor to a permit, click on **ADD SUBCONTRACTOR** link and search a contractor who is registered with the City of Glendale by name or an email address and click Next.

SEARCH SUBCONTRACTOR

Please use the keyword search below to search by name or by email address for a subcontractor registered with the City of Glendale

Search:

Select the contractor and click **ADD**. Note that the subcontractor added to the permit will be notified via email, which will indicate the addition and show steps on how to create an online CLIPP account.

SELECT SUBCONTRACTOR

| SEARCH RESULTS | | | | | <input type="button" value="Back"/> <input type="button" value="ADD"/> |
|-------------------------------------|----------------------------------|----------------|--------------|-----------------|--|
| Selection | Name | License Number | Phone Number | Address | |
| <input checked="" type="checkbox"/> | KPRS CONSTRUCTION SERVICES, INC. | 751130 | 714-672-0800 | 2850 SATURN ST. | |

View and Print Invoices/Receipts

To view invoices and receipts related to the permit, click on the Invoices or Receipts link.

| INVOICES/RECEIPTS | | | |
|-------------------|------------|-------------|-------------|
| | Fee Amount | Paid Amount | Balance Due |
| Invoice Receipt | \$414.43 | \$414.43 | \$0 |

You may print a copy of an invoice by clicking on the PRINT button from the INVOICE VIEW page.

INVOICE VIEW

| Invoice | | | | | | BACK |
|--------------------|--------------------------|------------|------------|----------|-------------|------|
| I-SYS-150508-42911 | | | | | PRINT | PAID |
| CREATED DATE | 05/08/2015 | CREATED BY | | | | |
| FEE VALUATION | 0 | EXP DATE | 05/08/2015 | | | |
| FEE DATE | 01/08/2014 | | | | | |
| | FEE DESCRIPTION | FEE UNIT | FEE AMOUNT | FEE PAID | BALANCE DUE | |
| 1 | Technology Surcharge P/C | 0 | \$31.43 | \$31.43 | \$0.00 | |

Request Inspection (Contractors Only)

To request an inspection you may click on the “Inspections” link from the main menu then click on “Request Inspection” link or while you view the permit details, you may click on the REQUEST INSPECTION link.

The image shows two parts of the CLIPP portal interface. On the left, a navigation menu is open, showing options: HOME, MY RECORDS, INSPECTIONS, MY PROFILE, and CONTACT. The 'INSPECTIONS' menu is expanded, showing three sub-options: REQUEST INSPECTION, INSPECTION RESULTS, and CANCEL INSPECTION. A red arrow points from the 'REQUEST INSPECTION' option in the menu to the right-hand screenshot. The right-hand screenshot shows the 'VIEW PERMIT' page for permit 051609150. The permit details include: Permit # 051609150, Type Building Permit, Sub Type Alteration Dwelling/Duplex, Status Issued, Description REPLACE (16) WINDOWS AND (4) SLIDING GLASS DOORS ALL WINDOWS AND SLIDING DOORS TO BE TEMPERED, Applied Date 05/04/2016, Issue Date 05/04/2016, Completion Date 10/31/2016, Expiration Date 10/31/2016, Valuation \$20,000.00, Address 1600 SANTA BARBARA AVE, and Created By agreguesian. At the bottom of the page, there is a navigation bar with buttons for CONTACT INFORMATION, PLAN CHECK/APPROVALS, INSPECTIONS, and INVOICE/RECEIPTS. The 'INSPECTIONS' button is highlighted with a red arrow pointing to a 'REQUEST INSPECTION' link.

Select the address and the permit number, then select the Inspection type(s) and date, enter additional comments and click Submit Inspection Request. Note that by default “Send Inspection Updates by email” box will be checked, which will allow you to receive inspection updates via email. If you choose not to receive any email notifications regarding inspector name, time, and inspection status, you will need to uncheck this box.

REQUEST INSPECTIONS

Required fields are marked with an asterisk *

Address * 124 S ISABEL ST

Permit Number * FPSS1400394

Inspection Type * Overhead Hydro/Rough, Reinspection Final
2 selected

Requested Inspection Date * Please Select

Requested Inspection Time
 8:00 AM - 12:00 PM
 12:00 PM - 3:00 PM

Comment

Building Inspection Requests received before 3 pm will be scheduled for the next work day. The permit, inspection card and stamped plans must be available at time of inspection

Although every effort will be made to accommodate all required appointments, the City of Glendale reserves the right to reschedule or cancel appointments due to incomplete permit information and unforeseen circumstances. The City will make every effort to contact you if an inspection is cancelled and reschedule the inspection based on the earliest available date/time. In no event shall the City be liable for any incidental, indirect, special or consequential damages, resulting from rescheduling or cancellation.

Send inspection updates by email

Submit Inspection Request

Cancel Inspection (Contractors Only)

To cancel a scheduled inspection you may click on the CANCEL INSPECTION icon from the home page.

MY PERMIT
View detail summary of active permits you are affiliated with.

(Coming Soon)
Apply for permits and licenses.

MY PROFILE
Review and/or update your contact information.

REQUEST INSPECTION
Request an inspection for issued permits.

CANCEL INSPECTION
View/Cancel Inspections.

Select the address and the permit number, then check the inspection(s) to be canceled and click “Cancel Inspection(s)”

CANCEL INSPECTION

| PERMIT | | | | | |
|----------------------------------|---------------------------|-----------------|----------|--------|-------------------------|
| Address | Permit Number | Type | Sub Type | Status | Description |
| 914 SYLVANOAK DR | BB1608466 | Building Permit | | Issued | testing testing testing |

| INSPECTIONS | | | | | | |
|-------------------------------------|-----------------|------------------------|--------------------------------|---------|----------|----------------|
| | Inspection Date | Inspection Type | Inspector | Status | Comments | Time (Minutes) |
| <input checked="" type="checkbox"/> | 10/07/2016 | 113 - Rebar | Arabo Azelbar | REQUEST | | 50 |
| <input type="checkbox"/> | 10/07/2016 | 120 - Wood Floor Joist | John Liddell | REQUEST | | 50 |
| <input type="checkbox"/> | 10/07/2016 | 130 - Floor Nailing | Charles Valaer | REQUEST | | 50 |
| <input type="checkbox"/> | 10/04/2016 | 135 - Roof Nailing | Antonino Abejo | REQUEST | | 50 |

View Inspection Results

To view inspection results click on the Inspections section from the VIEW PERMIT page. To read detail comments click on the View Comment link to read the inspection comments.

VIEW PERMIT
914 SYLVANOAK DR

Click on the plus sign to see details

| PERMIT DETAIL | | | | BACK |
|-----------------|----------------------------|-----------------|------------------|------|
| Permit # | BB1608466 | Type | Building Permit | |
| Sub Type | Alteration Dwelling/Duplex | Status | Issued | |
| Description | testing testing testing | | | |
| Applied Date | 04/22/2016 | Issue Date | 04/22/2016 | |
| Completion Date | | Expiration Date | 10/19/2016 | |
| Valuation | \$12,000.00 | Address | 914 SYLVANOAK DR | |
| Created By | pmardkian | | | |

| CONTACT INFORMATION | | | | ADD SUBCONTRACTOR |
|---------------------|--|--|--|-------------------|
| | | | | |

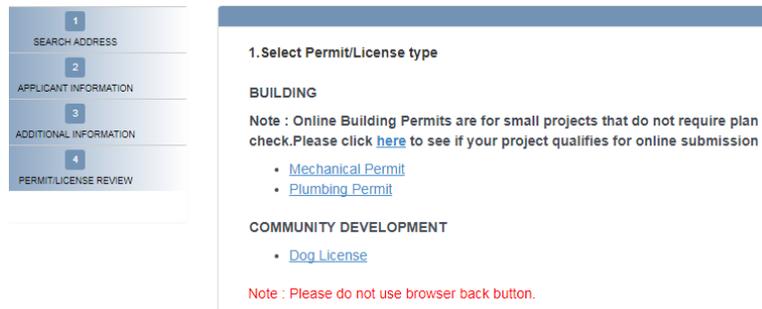
| PLAN CHECK/APPROVALS | | | |
|----------------------|--|--|--|
| | | | |

| INSPECTIONS | | | | | REQUEST INSPECTION |
|-----------------|-----------------------------|---------------------------------|--------------|-------------------------------|--------------------|
| Inspection Date | Inspection Type | Inspector | Status | Comments | |
| 10/07/2016 | 130 - Floor Nailing | Charles Valaer | REQUEST | | |
| 10/07/2016 | 113 - Rebar | Arabo Azelbar | REQUEST | | |
| 10/07/2016 | 120 - Wood Floor Joist | John Liddell | REQUEST | | |
| 10/07/2016 | 113 - Rebar | Alan Villalobos | RED - UNSAFE | | |
| 10/04/2016 | 133 - Interim/Partial Insp. | Unassigned BSD | CANCELLED | View Comments | |

How to Apply for Electrical, Plumbing, Mechanical and/or ROOF Permits

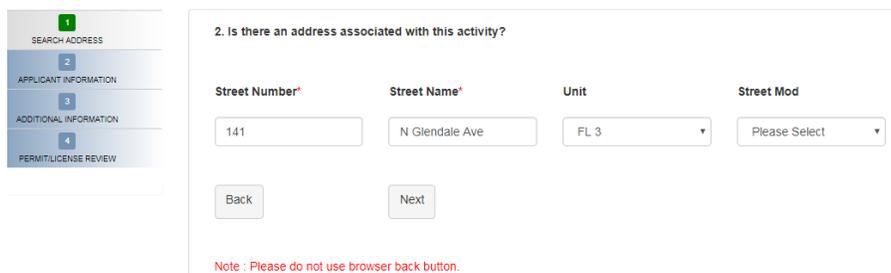
In the Home screen, click the **Apply Online** module. It will display the type of permits you can apply for. Click on the corresponding permit, listed below Building.

SELECT PERMIT/LICENSE TYPE.



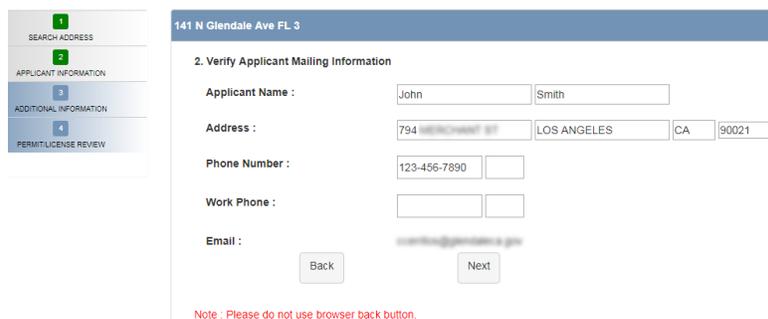
In the Search Address tab, you will now be asked to enter the address that will be associated with this permit. Please enter a Street Number and a Street Name. *If needed*, select a Unit and Street Mod. Select **Next** when ready to proceed.

SEARCH ADDRESS



In the Applicant Information tab, confirm all information is correct before proceeding. You can modify any of the fields, if needed. Select **Next** when ready to proceed.

APPLICANT INFORMATION



In the Additional Information tab, please go ahead and enter the required information. Select **Next** when ready.

NOTE: All fields marked with a red asterisk (*) are required before proceeding.

ADDITIONAL INFORMATION

1
SEARCH ADDRESS

2
APPLICANT INFORMATION

3
ADDITIONAL INFORMATION

4
PERMIT/LICENSE REVIEW

141 N Glendale Ave FL 3

3. Additional Information

| | | | |
|--|----------------------------------|---|----------------------|
| Subtype* | Dwelling/Duplex, 1 selected ▾ | | |
| Connection of Equipment to Gas System, Need number of new FAU | <input type="text"/> | Number of FAU up to 100,000 btu (*) | <input type="text"/> |
| Number of FAU over 100,000 btu (*) | <input type="text"/> | Up to and Including 3 Hp Compressors, Condensers | <input type="text"/> |
| 3 Hp<x<15 Hp Compressors, Condensers | <input type="text"/> | Electrical A/C & Compressor Added, Enter quantity to apply with Compressors and Condensers | <input type="text"/> |
| Suspended, Wall or Floor Mounted Heater (*) | <input type="text"/> | | |

Note: Site inspector may require plan check for multi-family (3 or more units) & commercial buildings. (Installation of 100,00 BTU and above heating appliances: 5 tons/60,000 BTU and above a/c systems: multiple installations of less than 5 ton: air handling equipment with combined CFM of 2000 or more: and steam boilers).

Note : Please do not use browser back button.

In the Attachment Information tab, upload any required documents for the selected permit. From the dropdown menu of Description, individually select each document and upload the file. When ready, select **Next**.

ATTACHMENT INFORMATION

1
SEARCH ADDRESS

2
APPLICANT INFORMATION

3
ADDITIONAL INFORMATION

4
PERMIT/LICENSE REVIEW

141 N Glendale Ave FL 3

6. Upload Required Documents

Description

File Name No file chosen

| Title | Type | Delete |
|-------|------|--------|
| | | |

Note : Please do not use browser back button.

In the Permit/License Review tab, confirm all the entered information is correct. After verifying information, proceed to the payment page by clicking on the **Continue To Pay** button.

PERMIT/LICENSE REVIEW

1

SEARCH ADDRESS

2

APPLICANT INFORMATION

3

ADDITIONAL INFORMATION

4

PERMIT/LICENSE REVIEW

141 N Glendale Ave FL 3

⊙ Permits Detail

| Type | Mechanical Permit | Sub Type | Dwelling/Duplex |
|---|-------------------|--|-----------------|
| Connection of Equipment to Gas System, Need number of new FAU | | Number of FAU up to 100,000 btu (*) | |
| Number of FAU over 100,000 btu (*) | | Up to and Including 3 Hp Compressors, Condensers | |
| 3 Hp<x<15 Hp Compressors, Condensers | | Electrical A/C & Compressor Added, Enter quantity to apply with Compressors and Condensers | |
| Suspended, Wall or Floor Mounted Heater (*) | | | |

| CONTACT NAME | CONTACT ADDRESS | CONTACT PHONE |
|--------------|-------------------|---------------|
| John Smith | 794 BIRCHMOUNT ST | 123-456-7890 |

| FEE NAME | FEE AMOUNT |
|---------------------------------------|-----------------|
| Cal-Green Mechanical Surcharge Permit | \$15.00 |
| Energy Surcharge Permit | \$15.00 |
| Mechanical Permit | \$100.00 |
| TOTAL FEE AMOUNT | \$130.00 |

Back
Next

Note : Please do not use browser back button.

In the Permit/License Review tab, please read the Declaration entirely and accept terms accordingly. Select **Accept/Submit** when ready to proceed to payment page.

PERMIT/LICENSE REVIEW

Declaration Page

141 N Glendale Ave FL 3

Mechanical Permit

By submitting this application electronically, you certify under penalty of perjury that the information submitted is true and correct. If the City determines that the information submitted is incorrect, the City reserves the right to revoke the permit issued, issue a stop work order on the project, and/or reevaluate scope of the project for which this application was submitted and if necessary assess additional fees accordingly.

California Licensed Contractor's Declaration: I hereby affirm under penalty of perjury that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect.

Contractor's Name: **WESTERN PLUMBING COMPANY** Phone
No.: **123-456-7890**

Mailing Address: **794 BROADWAY ST LOS ANGELES CA ,90021** License Class/No.: **B - General Contractor License #**
123456

WORKERS COMPENSATION DECLARATION

Warning: Failure to secure workers' compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damage as provided for in sections 3706 of the labor code, interest, and attorney's fees.

WORKERS' COMPENSATION DECLARATION: I hereby affirm under penalty of perjury one of the following declarations:

- I have and will maintain a certificate of consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for y Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. Policy No.
- I have and will maintain workers' compensation insurance, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:

Carrier: **INSURANCE CO. OF THE WEST** Policy #: **1234567890123456** Expires: **01/01/2018**

Name of Agent: **INSURANCE CO. OF THE WEST** Phone: **123-456-7890**

- I certify that in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers' compensation laws of California, and agree that if I should become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

DECLARATION BY CONSTRUCTION APPLICANT

I, a California licensed contractor or the property owner * or authorized to act on the property owner's behalf ** I have read this

construction permit application and the information I have provided is correct. I agree to comply with all applicable city and county ordinances and state laws relating to building construction. I authorize representatives of this City of county to enter upon the above ~ identified property for inspection purposes. I understand and will abide by all conditions and comments contained in this application.

* California Licensed Contractor, Property Owner or ** Authorized Agent; * requires separate verification form

ASBESTOS NOTIFICATION

- I declare that notification of asbestos removal **is** applicable to this project
- I declare that notification of asbestos removal is **not** applicable to this project

By selecting the ACCEPT/SUBMIT button below, I am certifying that I have agreed to all the declarations above.

For any questions or additional information regarding the above declarations, contact the Permit Services Center of Building and Safety (<http://www.glendaleca.gov/government/departments/community-development/building-safety>).

Note : Please do not use browser back button.

Please enter your Credit Card//Debit Card information and select the **Pay With Your Credit Card** button.

Review Your Order

Total Amount: USD 130.00

[« Return to Edgesoft Inc DEMO0260 Payment Page](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

You have now successfully applied for a permit!

How to Apply for a Dog License

In the Home screen, click the [Apply Online](#) module. It will display the type of permits/licenses you can apply for. Click on **Dog License**, listed below Community Development.

SELECT PERMIT/LICENSE TYPE.

- 1 SEARCH ADDRESS
- 2 APPLICANT INFORMATION
- 3 ADDITIONAL INFORMATION
- 4 PERMIT/LICENSE REVIEW

1. Select Permit/License type

BUILDING

Note : Online Building Permits are for small projects that do not require plan check. Please click [here](#) to see if your project qualifies for online submission

- [Mechanical Permit](#)
- [Plumbing Permit](#)

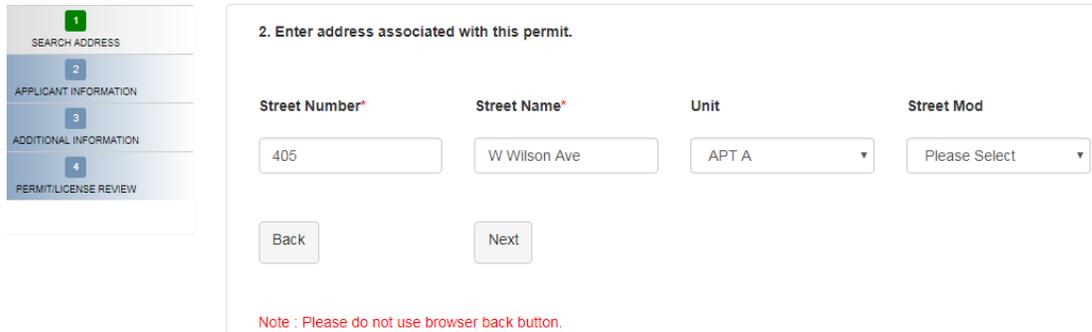
COMMUNITY DEVELOPMENT

- [Dog License](#)

Note : Please do not use browser back button.

In the Search Address tab, you will now be asked to enter the address that will be associated with this Dog License. Please enter a Street Number and a Street Name. *If needed*, select a Unit and Street Mod. Select **Next** when ready to proceed.

SEARCH ADDRESS



2. Enter address associated with this permit.

Street Number* Street Name* Unit Street Mod

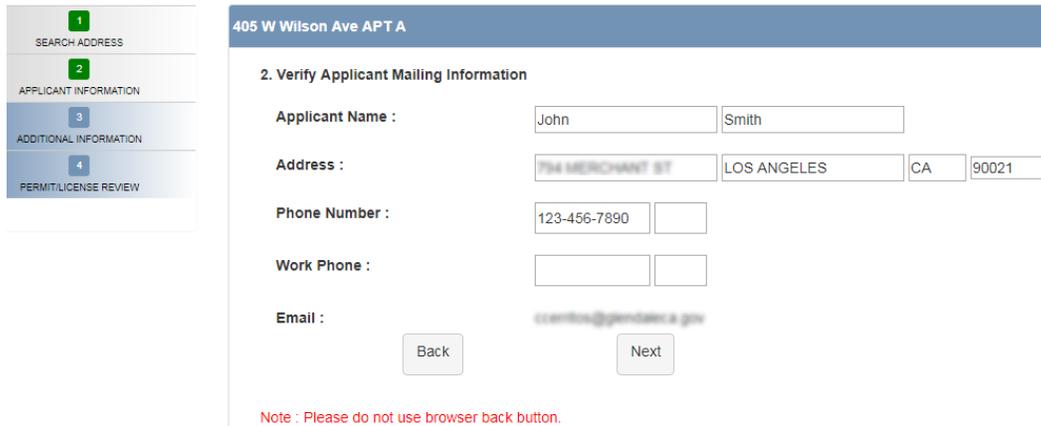
405 W Wilson Ave APT A Please Select

Back Next

Note : Please do not use browser back button.

In the Applicant Information tab, confirm all information is correct before proceeding. You can modify any of the fields, if needed. Select **Next** when ready to proceed.

APPLICANT INFORMATION



405 W Wilson Ave APT A

2. Verify Applicant Mailing Information

Applicant Name : John Smith

Address : 714 MERCHANT ST LOS ANGELES CA 90021

Phone Number : 123-456-7890

Work Phone :

Email : ccentis@gendata.ca.gov

Back Next

Note : Please do not use browser back button.

In the Additional Information tab, please go ahead and enter the required information. Make sure to select the checkbox after reading the agreement at the end of the page. Select **Next** when ready.
NOTE: All fields marked with a red asterisk (*) are required before proceeding.

ADDITIONAL INFORMATION

1 SEARCH ADDRESS

2 APPLICANT INFORMATION

3 ADDITIONAL INFORMATION

4 PERMIT/LICENSE REVIEW

405 W Wilson Ave APT A

3. Additional Information

| | | | |
|--------------------------|-------------------------------------|--|----------------------|
| Dog's Name* | Boxer | Would you like to apply for 1 year or 3 year license?* | 3 |
| Tag #* | 20004 | Breed* | Boxer |
| Mix | <input checked="" type="checkbox"/> | Color (s)* | Beige Mix |
| Sex* | Male | Spayed/Neutered* | Yes |
| Date of Birth | 01/01/2017 | Veterinarian Source | Eagle Rock (24 Hour) |
| Rabies Vaccination Date* | 01/07/2017 | Rabies Vaccination Exp.* | 01/07/2018 |

| FEE NAME | FEE AMOUNT |
|---|------------|
| Altered | \$30.00 |
| Unaltered | \$45.00 |
| Animal License 3 Year - Dog License/Unaltered | \$61.00 |
| Altered (3 Yr.) | \$50.00 |

**For qualifying low income seniors. Please contact Licensing at (818) 937-8300 for eligibility information.*

I certify that my pet has a current rabies vaccination that was administered in the United States and will remain vaccinated during the license period. Making a false declaration regarding the vaccinating of an animal may result in a criminal and/or civil citation.

Back

Next

Note : Please do not use browser back button.

In the Attachment Information tab, upload the **2** required documents for a Dog License: Proof of Spay/Neuter and Rabies Certificate. From the dropdown menu of Description, individual select each document and upload the file. When ready, select **Next**.

ATTACHMENT INFORMATION

1

SEARCH ADDRESS

2

APPLICANT INFORMATION

3

ADDITIONAL INFORMATION

4

PERMIT/LICENSE REVIEW

405 W Wilson Ave APT A

6. Upload Required Documents

Description Rabies Certificate ▼

File Name Choose File No file chosen

| Title | Type | Delete |
|------------------------|----------------------|--------|
| Proof of Spay.png | Proof of Spay/Neuter | ✗ |
| Rabies Certificate.png | Rabies Certificate | ✗ |

Note : Please do not use browser back button.

In the Permit/License Review tab, confirm all the entered information is correct. After verifying information, proceed to the payment page by clicking on the **Continue To Pay** button.

PERMIT/LICENSE REVIEW

1

SEARCH ADDRESS

2

APPLICANT INFORMATION

3

ADDITIONAL INFORMATION

4

PERMIT/LICENSE REVIEW

405 W Wilson Ave APT A

Licenses Detail

| | | | |
|-------------------------|-------------|-------------------------|----------------------|
| Type | Dog License | | |
| Dog's Name | Boxer | Number Of Years | 3 |
| Tag # | 20004 | Breed | Boxer |
| Mix | Y | Color (s) | Beige Mix |
| Sex | Male | Spayed/Neutered | Yes |
| Date of Birth | 01/01/2017 | Veterinarian Source | Eagle Rock (24 Hour) |
| Rabies Vaccination Date | 01/07/2017 | Rabies Vaccination Exp. | 01/07/2018 |

| CONTACT NAME | CONTACT ADDRESS | CONTACT PHONE |
|--------------|-----------------|---------------|
| John Smith | 754 MERCHANT ST | 123-456-7890 |

| FEE NAME | FEE AMOUNT |
|-------------------------|----------------|
| Altered (3 Yr.) | \$50.00 |
| TOTAL FEE AMOUNT | \$50.00 |

Note : Please do not use browser back button.

Please enter your Credit Card//Debit Card information and select the **Pay With Your Credit Card** button.

Review Your Order

Total Amount: USD 50.00

[« Return to Edgesoft Inc DEMO0260 Payment Page](#)

Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

You have now successfully applied for a Dog License!

How to Renew a Dog License

In the Home screen, click the [Renew Online](#) module. It will display the type of permits/licenses you can apply for. Click on **Dog License**, listed below Community Development.

SELECT PERMIT/LICENSE TYPE

| |
|-------------------------|
| 1 |
| PERMIT SELECTION |
| 2 |
| SEARCH PERMITS/LICENSES |
| 3 |
| APPLICANT INFORMATION |
| 4 |
| ADDITIONAL INFORMATION |
| 5 |
| PERMIT/LICENSE REVIEW |

1. Select Permit/License type to be renewed.

BUILDING

- [A - General Engineer License](#)
- [B - General Contractor License](#)
- [C - Specialty Contractor License](#)

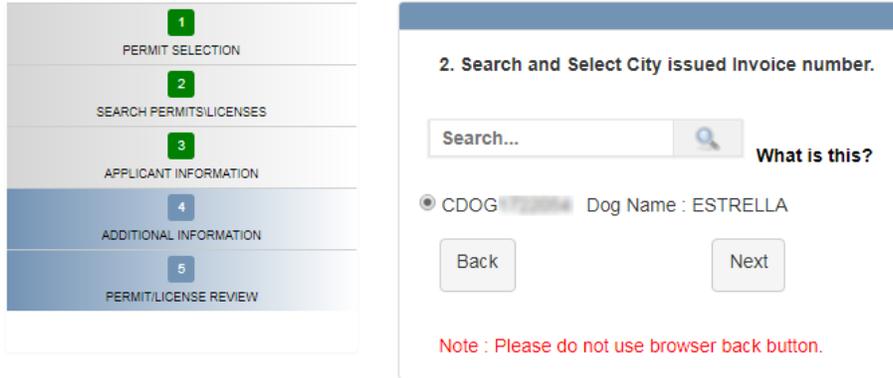
COMMUNITY DEVELOPMENT

- [Dog License](#)

Note : Please do not use browser back button.

After proceeding, in the Search screen, you will see the Dog License available for renewal selected. If you do not see this, you can manually enter your city issued invoice number and click search. Select **Next** when ready to proceed.

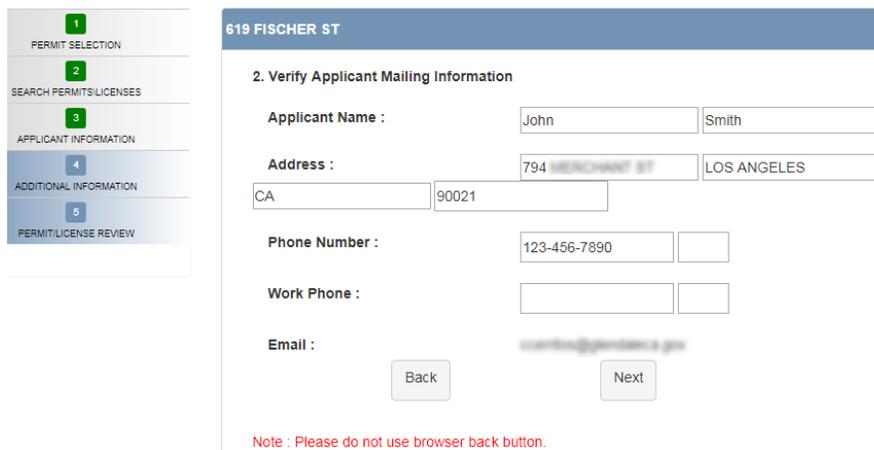
SEARCH



The screenshot shows a progress sidebar on the left with five steps: 1. PERMIT SELECTION, 2. SEARCH PERMITS/LICENSES, 3. APPLICANT INFORMATION, 4. ADDITIONAL INFORMATION, and 5. PERMIT/LICENSE REVIEW. Step 2 is highlighted. The main content area is titled "2. Search and Select City issued Invoice number." It features a search input field with a magnifying glass icon and a "What is this?" link. Below the search field, there is a radio button selected for "CDOG" with a dog icon, and the text "Dog Name : ESTRELLA". There are "Back" and "Next" buttons at the bottom. A red note at the bottom reads: "Note : Please do not use browser back button."

In the Applicant Information tab, confirm all information is correct before proceeding. You can modify any of the fields, if needed. Select **Next** when ready to proceed.

APPLICANT INFORMATION



The screenshot shows a progress sidebar on the left with five steps: 1. PERMIT SELECTION, 2. SEARCH PERMITS/LICENSES, 3. APPLICANT INFORMATION, 4. ADDITIONAL INFORMATION, and 5. PERMIT/LICENSE REVIEW. Step 3 is highlighted. The main content area is titled "619 FISCHER ST" and "2. Verify Applicant Mailing Information". It contains several input fields: "Applicant Name" with "John" and "Smith", "Address" with "794 MERCHANT ST" and "LOS ANGELES", "CA" and "90021", "Phone Number" with "123-456-7890", "Work Phone", and "Email" with "cc@cityoflosangeles.gov". There are "Back" and "Next" buttons at the bottom. A red note at the bottom reads: "Note : Please do not use browser back button."

In the Additional Information tab, please go ahead and verify information listed. If any changes need to be made, please do so on this page. Make sure to select the checkbox after reading the agreement at the end of the page. Select **Next** when ready.

NOTE: All fields marked with a red asterisk (*) are required before proceeding.

ADDITIONAL INFORMATION

1 PERMIT SELECTION

2 SEARCH PERMITS/LICENSES

3 APPLICANT INFORMATION

4 ADDITIONAL INFORMATION

5 PERMIT/LICENSE REVIEW

619 FISCHER ST

3. Additional Information

| | | | |
|-------------------------|-------------------------|-------------------------|-------------------------------------|
| Dog's Name* | ESTRELLA | Tag #* | |
| Breed* | Cocker Spaniel | Mix | <input checked="" type="checkbox"/> |
| Color (s)* | Tan/White | Sex* | Female |
| Spayed/Neutered* | Yes | Date of Birth | 04/2002 |
| Veterinarian Source | Gateway Animal Hospital | Rabies Vaccination Date | 12/22/2012 |
| Rabies Vaccination Exp. | 12/22/2015 | | |

| FEE NAME | FEE AMOUNT |
|---|------------|
| Altered | \$30.00 |
| Unaltered | \$45.00 |
| Animal License 3 Year - Dog License/Unaltered | \$61.00 |
| Altered (3 Yr.) | \$50.00 |

*For qualifying low income seniors. Please contact Licensing at (818) 937-8300 for eligibility information.

I certify that my pet has a current rabies vaccination that was administered in the United States and will remain vaccinated during the license period. Making a false declaration regarding the vaccinating of an animal may result in a criminal and/or civil citation.

Back Next

Note: Please do not use browser back button.

In the Attachment Information tab, upload the **2** required documents for a Dog License: Proof of Spay/Neuter and Rabies Certificate. From the dropdown menu of Description, individual select each document and upload the file. When ready, select **Next**.

ATTACHMENT INFORMATION

1 SEARCH ADDRESS

2 APPLICANT INFORMATION

3 ADDITIONAL INFORMATION

4 PERMIT/LICENSE REVIEW

405 W Wilson Ave APT A

6. Upload Required Documents

Description: Rabies Certificate

File Name: Choose File | No file chosen

Upload

| Title | Type | Delete |
|------------------------|----------------------|-------------------------------------|
| Proof of Spay.png | Proof of Spay/Neuter | <input checked="" type="checkbox"/> |
| Rabies Certificate.png | Rabies Certificate | <input checked="" type="checkbox"/> |

Back Next

Note: Please do not use browser back button.

My Profile

Change Contact Info

To change contact information click on MY PROFILE from the main menu then click on the EDIT button.

S ▾ MY PROFILE HELP ▾

MY PROFILE

CONTACT CHANGE PASSWORD

CONTACT EDIT

| | | | |
|----------------|--------------|--------------|----------|
| First Name | Christopher | Middle Name | |
| Last Name | | Company Name | |
| Address | | City | Glendale |
| State | CA | Zip | 91203 |
| Phone Number | 111-111-1111 | Phone Ext | |
| Work Phone | | Work Ext | |
| Fax Number | | Email | |
| Applicant Type | Applicant | Notification | Y |

Change Password

Click on the CHANGE PASSWORD tab under MY PROFILE page to change password.

MY PROFILE

CONTACT CHANGE PASSWORD

CHANGE PASSWORD

Email Address: ilsayan@glendaleca.gov

Current Password

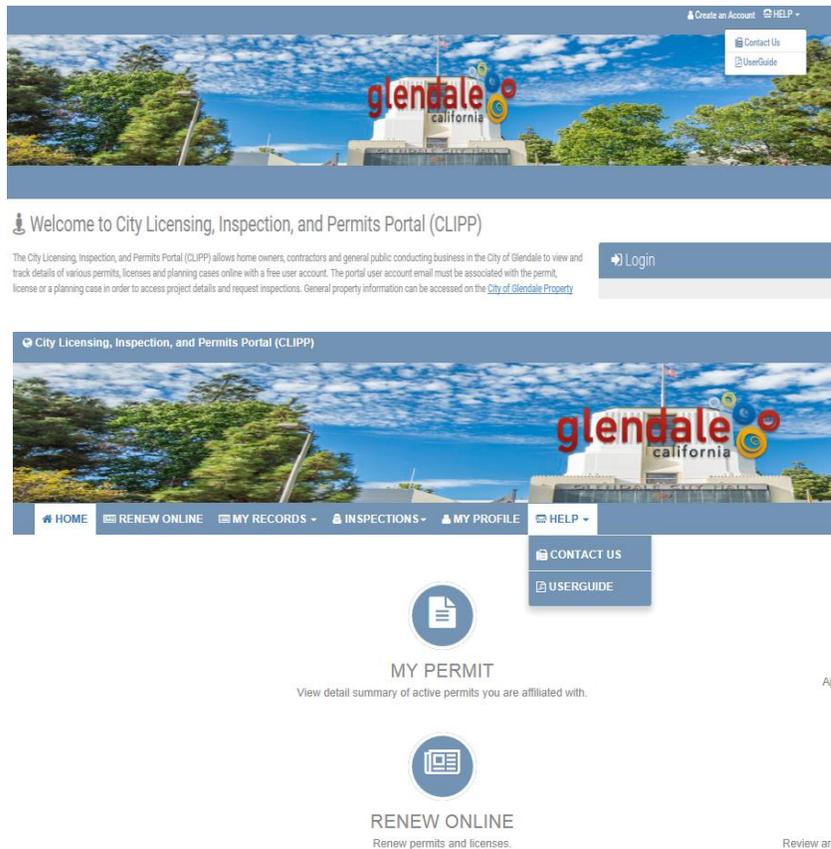
New Password

Confirm Password

Change Password

Cancel

Contact Us



For questions and comments, select the “Contact Us” link located on the main menu. The link will redirect you to the City of Glendale message form.

Terminology

- Activity – permits, licenses, planning cases
- Activity Status – permit, license, planning case status
- Applied Date – the date for which the activity was first recorded
- Description –scope of work, additional activity details,
- Sub Type – a sub category within the activity type

Button Index

-  – Collapsed menu
-  – Expanded menu

Questions

If you have further questions, comments, suggestions or need technical support, please contact:
Community Development Department
633 E. Broadway Rm. 103
Glendale, CA 91206
Phone: (818) 548 - 3200