

# Resources

# Tips to Buying Residential Property in Glendale

## CITY OF GLENDALE—COMMUNITY DEVELOPMENT DEPARTMENT

### Building and Safety Division

#### Permit Services Center

633 E. Broadway, Room 101  
Glendale, CA 91206  
Phone—(818) 548-3200  
Fax—(818) 548-3215

Customer Service Counter Hours:

Monday-Friday 7:00 AM to 12:00 PM

[www.ci.glendale.ca.us/planning/building\\_and\\_safety\\_division.asp](http://www.ci.glendale.ca.us/planning/building_and_safety_division.asp)

### Planning & Neighborhood Services Division

633 E. Broadway, Room 103  
Glendale, CA 91206  
(818) 548-2140

Code Enforcement—(818) 548-3700

Fresh Air Program—(818) 548-3700

Zoning—(818) 548-3200

[http://www.ci.glendale.ca.us/planning/planning\\_and\\_neighborhood\\_services.asp](http://www.ci.glendale.ca.us/planning/planning_and_neighborhood_services.asp)

## CITY OF GLENDALE—PUBLIC WORKS DEPARTMENT

### Engineering Division

633 E. Broadway, Room 205  
Glendale, CA 91206  
(818) 548-3945

### Maintenance Services Division

541 W. Chevy Chase Dr.  
Glendale, CA 91204

Indigenous Tree Protection—(818) 548-3950

[www.ci.glendale.ca.us/public\\_works/indigenousTreeProgram.aspx](http://www.ci.glendale.ca.us/public_works/indigenousTreeProgram.aspx)

## LOS ANGELES COUNTY

### Office of the Assessor

Kenneth Hahn Hall of Administration (Headquarters)  
500 West Temple Street, Room 225  
Los Angeles, CA 90012  
(888) 807-2111 (Toll Free)  
[www.LACountyAssessor.com](http://www.LACountyAssessor.com)

## Fire Department

- Environmental Management Center (818) 548-4030  
Ensure compliance with local regulations regarding industrial waste.
- Fire Prevention (818) 548-4810  
Determine what types of Fire Protection System and Equipment Testing and Certification are required.

## Glendale Water & Power (818) 548-3300

Set up a new account and get more information about water & power.

## Integrated Waste Management Division (818) 548-3916

Find out about refuse collection, to schedule a bulky item pick up.

## Terminate All Glendale Graffiti Program (T.A.G.G.) (818) 548-3700

Graffiti on private property is required to be removed within 24 hours. You can hire trained City staff to remove graffiti on your private property. Contact staff to find out about the program or to report graffiti on the public right-of-way.



This publication is provided to you as a courtesy of the

### Community Development Department

633 E. Broadway, Room 103  
Glendale, CA 91206  
(818) 548-2140

[www.ci.glendale.ca.us/planning/CPDdefault.asp](http://www.ci.glendale.ca.us/planning/CPDdefault.asp)

NOTE: This publication is not intended to serve as a comprehensive guide to buying residential property in Glendale. For more information, contact the appropriate City Department or your REALTOR®.



The City of Glendale takes a great deal of pride in the character and quality of our community. We are delighted that you are interested in buying a home in our City.

We hope this brochure helps you identify some things to keep in mind prior to making your purchase or while your property is in escrow.

We look forward to welcoming you to our community and to your new home.

## Before Buying a Home...

### Find Out the Zone of the Property

The City of Glendale has zones for a variety of land uses. Most single family homes are located in “residential zones.” Each zone has different rules for what, where and how buildings can be constructed on a property.

Single family neighborhoods in Glendale are zoned:

- R1 Zone (Residential)
- ROS Zone (Residential Open Space)
- R1R Zone (Restricted Residential)

A Zoning Index Map is available online at:

[http://www.ci.glendale.ca.us/planning/zoning\\_map\\_and\\_code.asp](http://www.ci.glendale.ca.us/planning/zoning_map_and_code.asp)

You can find out a property’s zoning and standards online or by checking with the Zoning Staff in the Permit Services Center. Once you’ve obtained this information, you can compare it to the actual property you are interested in buying to ensure that the property is in compliance with the zoning standards.

Keep in mind that regulations change over time. If you are concerned that there is something that does not meet today’s standards, check with a planner or check the building permit history.

### Check for Home Improvements

Building permits are required for certain types of home improvements. As the new home owner you can be held responsible for obtaining permits for past unpermitted work and for correcting existing code violations. These are some signs of unpermitted or illegal construction/renovations:

- Do the windows look like they’ve been changed?
- Is there a fence in the front setback?
- Is the air conditioning installed on the roof?
- Are there any additions?
- Is there a guest house?
- Is there a second unit?
- Have the kitchen or bathrooms been remodeled?
- Does the roof look new?
- Has the garage been converted?
- Is there a patio cover?
- Are there any pop up tents or portable carports?
- Is there a hillside deck?
- Has there been any hillside grading?
- Is the front yard paved?

Check with the Building and Safety Division to find out if proper permits were obtained for these types of projects.

### Check for Existing Code Violations

Certified Code Inspectors regularly visit Glendale Neighborhoods to investigate code violations. You can find out if there are any active code enforcement cases against the property you are interested in purchasing by checking with the Planning & Neighborhood Services Division. As the new owner of the property, you will become responsible for addressing any existing code violations and unresolved code enforcement cases.

### Review the Property’s Assessor Records

These records can be obtained in the Los Angeles County Office of the Assessor. They will tell you about how the property has been assessed for tax purposes. This can shed some light on what improvements have been made to the property that are being assessed. You can compare this record with the permitting information you obtain from Building & Safety to identify possible unpermitted improvements on the property.

### Understand Your Preliminary Title Report

The Preliminary Title Report will be provided to you during escrow. This report is important because it contains details regarding anything that is recorded against the property including:

- Notice of Substandard Property
- Encroachments
- Easements
- Mortgage Liens
- Make sure to ask for the report to include CC&Rs if any exist

It is important that you understand your report before closing escrow on the property. A preliminary title report can be obtained through a title company for a fee.

### Look for Indigenous Trees on the Property

Oak, Sycamore and California Bay trees are protected in Glendale.

- Removing, topping, hat racking or lion’s tailing indigenous trees is prohibited.
- There are special guidelines for pruning an indigenous tree.
- You may be required to get a permit to prune an indigenous tree.



For more information about Indigenous Trees in the City of Glendale you should contact the Maintenance Services Division.

## Before Buying a Condo or Townhome...

### Review the CC&Rs

Covenants, conditions and restrictions (CC&Rs) are a set of rules that place special restrictions dictating the use and alteration of the property. These are contracts between the Home Owners Association (HOA) and the property owner. A CC&R governs maintenance standards, including house color, landscaping, hard surface floors in the interior and more. It is important to understand the CC&Rs before purchasing a condominium or townhome.

### Become familiar with the City’s Fresh Air Ordinance

To limit the impact of secondhand smoke on non-smokers, the City has adopted regulations to provide smoke-free air in public places and areas where smokers and nonsmokers might interact.

Smoking is prohibited in the common areas as well as private balconies and patios of condominium complexes. Smoking is prohibited in all multifamily residential buildings built after June 27, 2013. For more information about the Fresh Air Ordinance and how it pertains to residential property, please visit [www.GlendaleFreshAir.com](http://www.GlendaleFreshAir.com).

## Before Buying a Vacant Lot...

Special consideration should be given before purchasing any of the few remaining legal vacant parcels in Glendale. They may have constraints that could limit your ability to build on them. We suggest you look into the following before purchasing a vacant lot:

- Obtain a preliminary title report from a title company.
- Find out what zoning standards and other requirements are applicable to new construction. Find out if the lot is a legal subdivision. Check with Planning and Engineering staff.
- Find out if there are any encroachments for the public right-of-way. Check with Public Works Department’s Engineering Staff.

The City has specific maintenance standards for vacant lots. If you own a vacant lot it must be kept mowed (free of overgrown grass and weeds), trees & shrubs must be trimmed and it must be free of junk, trash and debris. This includes all sidewalks, parkways and other public right-of-ways. Vacant lots may not be used for the parking and storage of vehicles.

Contact Planning staff at (818) 548-2140 for more information.