



Plan Submittal Minimum Requirements For **MECHANICAL, ELECTRICAL, & PLUMBING PERMITS**

1. **Two (2) sets of complete plans shall be submitted**; partially completed plans shall not be accepted.
2. All plans and applications shall include an accurate description of the entire scope of work, including complete fixture counts.
3. Plans must be legible, fully dimensioned and drawn to scale on sheets which are at least 11" x 17".
4. General notes shall be included on the plans to address all mechanical, electrical and/or plumbing requirements, and to identify equipment specifications.
5. Superfluous general notes that do not apply to the proposed project shall not be included on the plans.
6. The location of all mechanical and/or plumbing equipment and any main service panels or sub-panels, associated with new buildings or additions, shall be accurately identified on the building plans. Installation of equipment in existing buildings shall be in the same location as the original equipment, or the location of such equipment must be approved by Building & Safety section.

SUPPLEMENTAL MECHANICAL PLAN SUBMITTAL REQUIREMENTS

1. All new roof top equipment shall require a building permit and shall require structural calculations to verify that the building roof framing elements can support the weight of the proposed mechanical equipment.
2. New roof top equipment shall be shown on building plans, and shall be properly screened from view as required by the Zoning code.

SUPPLEMENTAL ELECTRICAL PLAN SUBMITTAL REQUIREMENTS

1. Identify the size (ampere rating), voltage, and type (single phase or three phase) of the new or increased electric service.
2. Load calculations prepared by either a licensed electrical engineer or an electrician licensed in the state of California must be included in electric plans for all residential projects with electric services larger than 200 ampere and all non-residential projects.
3. Electric single line diagram prepared by either a licensed electrical engineer or an electrician licensed in the state of California must be included in electric plans for all non-residential projects.
4. If a new or relocated or upgraded electric service is required, all applicants shall obtain an electric service plan from the City of Glendale Water & Power division, and have it included in both electric plans and site plans.

SUPPLEMENTAL PLUMBING PLAN SUBMITTAL REQUIREMENTS

1. Identify the size of the water service.
2. Identify the size of the fire sprinkler service (if applicable).
3. A backflow prevention device is required at the water meter for all non-residential projects.
4. All condominium projects will require a separate water meter and water heater for each dwelling unit.