



Plan Submittal Minimum Requirements For  
ALL BUILDING PERMITS

1. Two (2) sets of complete plans shall be submitted; partially completed plans will not be accepted.
2. All plans and applications shall include an accurate description of the entire scope of work.
3. Plans must be legible, blue-line or copies (no ink) fully dimensioned and drawn to scale on sheets which are at least 11" x 17" (8½"x 11" pages may be accepted for single family dwelling alteration).
4. A fully dimensioned site plan which clearly and legibly contains the following information is required:
  - North arrow.
  - All structure-to-property line setback dimensions (existing and proposed).
  - Location of all property lines.
  - Dimensions of all architectural projections (mansards, marquees, bay windows, signs, cornices, balconies, awnings, eaves, etc.).
  - All building-to-property line setback dimensions (existing and proposed).
  - Street name(s) for all adjacent streets, and street center lines for commercial projects.
  - Fully dimensioned parking plan.
  - Locate and identify all existing Oak, Sycamore, Bay Laurel and parkway trees on site, and within 20 feet of the site.
  - Locations of all buildings on adjacent property within 10 feet of property line if excavation within 5 feet of property line is proposed.
  - Location and dimensions of all walks, driveways and hardscape.
  - Show the location and grade elevation of top or toe of any slope on property. Specify top of wall elevation and lower grade elevation for any retaining wall on property.
  - If an Architect or Engineering professional is involved and is stamping plans, then one of them must wet stamp and wet sign the site plan.
5. A copy of the site plan shall be reduced to 8.5" by 11" and attached to the permit application (no hand drawn attachment) or legibly draw dimensioned site plan on back of application in the space provided.
6. General notes shall be included on the plans to address all construction requirements. The general notes shall include information which addresses the following:
  - If fire sprinklers are to be provided.
  - Occupancy classification.
  - Type of construction
    - ▶ Number of stories
    - ▶ High fire hazard or wildland urban interface area
    - ▶ Building height (existing and or proposed)
  - The codes and their editions applicable to the project.
  - Allowable area analysis (this is not required for single family dwellings or tenant improvements with no change in use or additional floor area).
  - Building material specifications
  - Project address including suite number if appropriate, and legal description.
  - Include the name and address of the plan preparer.
  - Note that a survey of the subject property by a licensed land surveyor registered in the state of California may be required to verify the location of property lines, verify location of structures on property, and/or verify grade elevations.
  - Note that separate permit(s) will be required for any of the following: electrical, mechanical, plumbing, pools, spas, fences, retaining walls, driveway aprons, and street use.

7. Superfluous general notes and details which do not apply to the proposed construction project shall not be included on the plans.
8. Fully dimensioned floor plans are required for every affected story. Every room shall identify the existing and the intended use. Door and window schedules shall be provided to identify the dimension and type of doors and windows. The floor plans shall identify all existing and new construction.
9. Fully dimensioned structural plans shall be provided for each floor and roof level. Structural plans shall identify the size and spacing of all framing elements. Complete details shall be provided for all critical connections and construction assemblies. Complete details shall be provided for all lateral force-resisting elements including shear wall schedules, diaphragm construction specifications, and construction details for steel frame elements.
10. Complete structural calculations shall be provided to substantiate the structural plans if deviating from the conventional construction provisions of the Building Code. The structural calculations shall address both vertical and lateral forces, and shall be wet stamped and signed by a licensed engineer or architect registered in the state of California.
11. A signed Certificate of Compliance shall be included in the plans to verify energy conservation compliance. Energy conservation calculations shall be provided to demonstrate compliance.
12. A soil/geotechnical report shall be required for all construction projects involving retaining walls, excavations deeper than four feet, slopes greater than 3 to 1, or additional floor area.
13. Shoring plans and calculations shall be provided for all excavations which exceed four feet in depth or which remove lateral support from an existing building, an adjacent property or the public right of way.
14. 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.