



# ACCESSORY DWELLING UNIT (ADU) WORKSHEET

*(A covenant agreement must be filed as part of the permit approval)*

Application No. (BCB) \_\_\_\_\_

Please Type or Print Legibly in Ink, attach a plot plan or a sketch on reverse

PROJECT ADDRESS, (MAIN ADDRESS)		ADDITIONAL ADDRESS:	
<input type="checkbox"/> ADU		<input type="checkbox"/> JADU	
<input type="checkbox"/> SINGLE FAMILY LOT	<input type="checkbox"/> NEW	<input type="checkbox"/> ADDITION _____ S.F.	
<input type="checkbox"/> MULTI-FAMILY LOT	<input type="checkbox"/> ALTERATION / REMODEL	<input type="checkbox"/> PREVIOUS USE _____	
DESCRIPTION OF CONSTRUCTION ACTIVITY			
Cost of Construction: (Includes all materials and labor costs. This may be revised by the Building Official.) \$		Revised Valuation: \$	<input type="checkbox"/> CHECK THIS BOX IF WORK HAS ALREADY STARTED. Double the permit fee will be charged for legalization.
APPLICANT'S NAME		MAILING ADDRESS	BUS. PHONE NO.
E-MAIL ADDRESS			
PROPERTY OWNER'S NAME		MAILING ADDRESS	PHONE NO.
E-MAIL ADDRESS			
CALIFORNIA LICENSED CONTRACTOR'S DECLARATION: I herby affirm under penalty of perjury that I am licensed under 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		MAILING ADDRESS	PHONE NO.
E-MAIL ADDRESS			
LICENSE CLASS AND NUMBER		CONTRACTOR SIGNATURE	

**STAFF USE ONLY BELOW THIS LINE**

APN	TRACT NO.	LOT	HIGH FIRE HAZARD ZONE	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> > 750 s.f.	PARKS MIT. Y N	
ZONE USE	NICS 236115	STORIES	TYPE OF CONST.	BLDG FLOOR AREA (ABOVE GRADE)	<input type="checkbox"/> < 750 s.f.	LIBRARY MIT. Y N	
GUSD FLOOR AREA	BEDROOMS	DWELLING UNITS	FIRE SPRINKLERS	<input type="checkbox"/> YES <input type="checkbox"/> NO	THE EDITION OF THE CODE <b>GBC 2020</b>		
STAFF COMMENTS, (INITIALS)							
ZONING OK TO SUBMIT BY:			ACCEPTED BY:		RECEIPT NO.		
BUILDING OK TO SUBMIT BY:							
Check only if applicable	ENGINEERING	SIGNATURE	DATE	Check only if applicable	G.W.P. WATER	SIGNATURE DATE	
	FIRE	SIGNATURE	DATE		G.W.P. ELECTRIC	SIGNATURE DATE	
	ZONING	SIGNATURE	DATE		COVENANT	SIGNATURE DATE	
	DESIGN REVIEW	SIGNATURE	DATE		AGENCY	SIGNATURE DATE	
BLDG. PLAN CHECK							
OK TO ISSUE PERMIT BY:			ACCEPTED BY:		RECEIPT NO.		

THE CITY OF GLENDALE RESTRICTS ISSUANCE OF THE BUILDING PERMIT TO THE PROPERTY OWNER OR LICENSED GENERAL CONTRACTOR ONLY. SIGNATURES OF THIS INDIVIDUAL MUST BE VERIFIED BY PERSONAL IDENTIFICATION. ANY PERSON SIGNING THE PERMIT APPLICATION AS AGENT FOR THE CONTRACTOR SHALL HAVE AN ORIGINAL LETTER OF AUTHORIZATION AT THE TIME OF PERMIT ISSUANCE. APPLICATIONS SHALL EXPIRE ONE YEAR AFTER THE DATE OF SUBMITTAL AND THEREAFTER, ANY DOCUMENTS SUBMITTED TO THE DEPARTMENT SHALL BE RETURNED TO THE APPLICANT OR DESTROYED BY THE BUILDING OFFICIAL AND THE PLAN CHECK FEE FORFEITED TO THE CITY OF GLENDALE. UPON WRITTEN REQUEST FROM THE APPLICANT, THE BUILDING OFFICIAL MAY EXTEND THE PERIOD OF PERMIT APPLICATION IF RECEIVED PRIOR TO EXPIRATION DATE.

ADDRESS: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

**Please Draw a Plot Plan.** Locate all structures on lot

A large, empty rectangular box with a thin black border, intended for the user to draw a plot plan. The box occupies most of the page below the header information.