



**CITY OF GLENDALE – BUILDING AND SAFETY**

633 E. Broadway, Room 101 Glendale, CA 91206

(818) 548-3200, (818) 548-4830 (Inspection)

**MECHANICAL PERMIT WORKSHEET**

Please complete the section below clearly, legibly and in ink.

**Permit No. BM** \_\_\_\_\_

**ALL RATED WALLS & FLOORS SHALL BE SHOWN ON THE MECHANICAL PLANS PRIOR TO SUBMITTAL. IDENTIFY THE RATING AND LOCATION OF ALL PENETRATIONS.**

<b>Job Address</b> ( Include Zip Code )  <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;"><b>Permit Information</b> Is this work related to a Building Permit <input type="checkbox"/> Yes <input type="checkbox"/> No</td> <td style="width:50%;">Has work started? <input type="checkbox"/> Yes (Double the permit fee will be charged for legalization)</td> </tr> </table> Describe where the work will be done & fill out the work description on the right side of this application.		<b>Permit Information</b> Is this work related to a Building Permit <input type="checkbox"/> Yes <input type="checkbox"/> No	Has work started? <input type="checkbox"/> Yes (Double the permit fee will be charged for legalization)	<b>Work Description</b> ( Fill all that apply and specify quantity ) \$50.00 Issuance Fee <input type="checkbox"/> Yes <input type="checkbox"/> No 15% Energy surcharge <input type="checkbox"/> Yes <input type="checkbox"/> No 15% Green Building surcharge \$75.00 Minimum Inspection Fee (If the total inspection fees equal less than the minimum inspection fee specified, the minimum inspection fee shall apply). (Hrs.) Supplemental / Revision Plan Check Fee \$50.00 Supplemental Permit to Plan Check ( 50% of Permit Fee, Minimum of \$77.60)  <p style="text-align: center;"><b>If paying with a credit/debit card a 2.5% non refundable surcharge will be assessed to your total.</b></p> <b>Heating, Air Handlers &amp; Fan Coils</b> \$30.10 FAU up to 100,000 btu ( * ) \$35.50 FAU over 100,000 btu ( * ) \$30.10 Each Air Handler Unit, or Fan Coil Units ( * ) \$30.10 Suspended, Wall or Floor Mounted Heater ( * )  <b>Relocation or Replacement of VAV Units.</b> \$115.30 First 4 Units \$11.80 Each Units Above 4. \$23.70 Zones Altered  <b>Alterations, Repairs or Additions</b> \$30.10 Refrigeration - Altered, Repaired, or added to ( * ) \$30.10 Air-Conditioning - Altered, Repaired, or added to ( * ) \$30.10 Heating - Altered, Repaired, or added to ( * ) \$23.70 Evaporative System - Coil, Reheat coil, Evaporative Cooler or Make Up Air Unit, Altered, Repaired or added to  <b>Compressors, Condensers, Absorption System, Boilers, Cooling Towers, Chillers</b> <i>Note: Applicants must convert to H.P. for boilers</i> \$30.10 Up to and Including 3 Hp or 36m btu/h ( <u>5 ton or 60,000 btu</u> ) \$47.40 3 Hp<x< 15 Hp, or 36m <x< 180m btu/h ( <u>6 ton&lt;x&lt;15 ton</u> ) \$72.20 Over 15 Hp<x<30 Hp, or 180m<x<360m btu/h ( <u>15 ton&lt;x&lt;30 ton</u> ) \$94.90 Over 30 Hp<x<50 Hp, or 360m<x<600m btu/h ( <u>30 ton&lt;x&lt;50 ton</u> ) \$167.10 Over 50Hp, or Over 600m btu/h ( <u>Over 50 ton</u> ) \$75.00 Electrical A/C & Compressor added  <b>Miscellaneous, Exhaust &amp; Hoods</b> \$18.30 Appliance Vent \$23.70 Single Duct Vent Fan ( <i>Including Dryer Vents &amp; Installed fans</i> ) \$140.00 Per Hr. Multi-Duct Vent Fan ( <i>Including Dryer Vents &amp; Installed fans</i> ) \$23.70 Non-HVAC Vent System (Installation) \$23.70 Ducts \$64.50 Duct Smoke Detector \$167.00 New, Relocation or Repair of each, Smoke Damper or Combo DPR \$83.50 New, Relocation or Repair of each, Fire DPR or Ceiling Radiation DPR \$167.00 Smoke Control System \$138.00 Commercial Kitchen Exhaust Hood ( * ) \$29.10 All Other Hoods \$23.70 Economizer \$23.70 Garage Exhaust with 3 <sup>rd</sup> Party Inspection ( <i>CO or CO<sub>2</sub> Tests</i> ) \$140.00 Per Hr. Garage Exhaust w/o 3 <sup>rd</sup> Party Insp. ( <i>CO or CO<sub>2</sub> Tests</i> ) \$23.70 Prefabricated Fireplace UL # \$23.70 Appliance or Piece of Equipment not Classified in Other Categories								
<b>Permit Information</b> Is this work related to a Building Permit <input type="checkbox"/> Yes <input type="checkbox"/> No	Has work started? <input type="checkbox"/> Yes (Double the permit fee will be charged for legalization)											
<b>Applicant 's Name</b> _____ Phone (     ) _____ Address ( Include City and Zip Code ) _____ E-Mail Address: _____ <b>Property Owner's name</b> _____ Phone (     ) _____ Address (Include City & Zip Code) _____ E-Mail Address: _____ <b>Licensed design professional or engineer Information:</b> Name _____ Phone (     ) _____ Address (Include City & Zip Code) _____ License No. _____ <b>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.</b> <b>Contractor's Name</b> <span style="color: red;">COMPANY NAME</span> _____ Phone (     ) _____ Address (Include City & Zip Code) _____ E-Mail Address: _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">State License No.</td> <td style="width:25%;">Exp. Date</td> <td style="width:25%;">City License No.</td> <td style="width:25%;">Exp. Date</td> </tr> </table> Contractor's Signature _____		State License No.	Exp. Date	City License No.	Exp. Date	<b>FOR OFFICE USE ONLY</b> APN _____ Lot _____ Tract _____ NAICS/Structure Use _____ <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%;">Floor Area</td> <td style="width:10%;">Above Grade</td> <td style="width:10%;">Below Grade</td> <td style="width:10%;">Mezz</td> <td style="width:10%;">Type of Const.</td> </tr> </table> Fire Sprinkler _____ Edition of the Code _____ Comments _____ P.C. Processed By: _____ Date: _____ Receipt No. _____ <b>Expiration Date:</b> P.C. Approved By: _____ Date: _____ Processed By _____ Date: _____ Receipt No. _____ <b>Note: Any item having this mark ( * ) may require plan check for multi-family ( 3 or more units) &amp; 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).</b>		Floor Area	Above Grade	Below Grade	Mezz	Type of Const.
State License No.	Exp. Date	City License No.	Exp. Date									
Floor Area	Above Grade	Below Grade	Mezz	Type of Const.								
<b>Fuel Utilization</b> \$23.70 Connection of Equipment to a Gas System ( <i>Includes CSST piping</i> )  <b>Mechanical Group</b> \$334.30 Multi-Family: Kitchen and up to 1 Bathroom (Excludes Heating & A/C Systems) \$31.20 Additional bathrooms		<b>Note:</b> Any item having this mark ( * ) 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).										

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

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

INSPECTIONS	APPRVD	DATE	INSPECTIONS	APPRVD	DATE
PRESITE					
SHORING					
SETBACKS AND YARDS					
UFER					
TRENCH AND FORMS REINFORCING STEEL					
SETBACK & ELEVATION SURVEY					
OK TO POUR FOOTINGS					
<b>DO NOT POUR FOOTINGS UNTIL ABOVE IS APPROVED</b>					
OK TO GROUT CMU / P.I.P.					
OK REBAR SHOTCRETE WALL					
HVAC GROUNDWORK / U.F.					
ELECTRICAL GROUNDWORK / U.F.					
PLUMBING GROUNDWORK / U.F.					
GAS PIPING GROUNDWORK / U.F.					
FIRST FLOOR JOISTS					
UNDER FLOOR INSULATION					
OK TO POUR SLAB FLOOR					
<b>DO NOT POUR CONCRETE FLOOR SLAB OR COVER FIRST FLOOR JOISTS UNTIL ABOVE IS APPROVED</b>					
ROUGH ELECTRIC					
ROUGH PLUMBING					
DUCTS					
ROUGH HEATING OR REFRIG.					
ROUGH GAS PIPING					
ROOF SHEATHING					
ROUGH FRAMING AND ROOF					
ALARM ROUGH					
FLOOR NAILING					
T-BAR <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical					
INSULATION					
OK TO COVER					
<b>DO NOT COVER UNTIL ABOVE IS APPROVED</b>					
LATHING <input type="checkbox"/> Interior <input type="checkbox"/> Exterior					
DRYWALL					
BROWN COAT <input type="checkbox"/> Interior <input type="checkbox"/> Exterior					
SEWER - SEPTIC / TANK - CESSPOOL					
SERVICE RELEASE					
FINAL GAS					
FINAL PLUMBING					
FINAL ELECTRICAL					
FINAL HEATING OR REFRIGERATION					
ENERGY FINAL					
LANDSCAPE FINAL					
GRADING FINAL					
ELECTRICAL SERVICE RELEASE					
FINAL-ENGINEERING					
FINAL SPRINKLER					
FINAL CENTRAL STATION					
FINAL FIRE ALARM					
FIRE PREVENTION FINAL					
<b>FINAL BUILDING INSPECTION</b>					

**OCCUPANCY OF THIS BUILDING BEFORE ALL FINAL INSPECTIONS ARE MADE IS A VIOLATION OF THE CITY OF GLENDALE MUNICIPAL CODE**