



CITY OF GLENDALE - BUILDING AND SAFETY  
 633 E. Broadway, Room 101 Glendale, CA 91206 - (818) 548-3200, 548-4830 (Inspection)

# BUILDING PERMIT WORKSHEET

Separate applications are required for Electrical, Plumbing, Heating/Air Conditioning, Fire Sprinklers, B R C, and Signs

Application No. B ( ) \_\_\_\_\_

Please complete the section below clearly, legibly and in ink

|                                      |                         |
|--------------------------------------|-------------------------|
| <b>PROJECT ADDRESS, CITY AND ZIP</b> | <b>UNIT (SUITE) NO.</b> |
|--------------------------------------|-------------------------|

|           |  |                                     |  |                                     |                                     |   |
|-----------|--|-------------------------------------|--|-------------------------------------|-------------------------------------|---|
| BLDG TYPE | <input type="checkbox"/> DWELLING / DUPLEX | <input type="checkbox"/> COMMERCIAL | <input type="checkbox"/> SCOPE OF CONSTRUCTION | <input type="checkbox"/> ADDITION   | <input type="checkbox"/> NEW        | <input type="checkbox"/> NO PLAN REQUIRED |
|           | <input type="checkbox"/> APARTMENT / CONDO | <input type="checkbox"/> MIXED USE  | <input type="checkbox"/> ALTERATION / REPAIR   | <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> NEW C OF O |   |

**DESCRIPTION OF CONSTRUCTION ACTIVITY**

---



---

|   |                                    |  |
|---|------------------------------------|--|
| <b>Cost of Construction:</b> (Includes all materials and labor costs. This may be revised by the Building Official.) \$ _____ | <b>Revised Valuation:</b> \$ _____ | <input type="checkbox"/> CHECK THIS BOX IF WORK HAS ALREADY STARTED. Double the permit fee will be charged for legalization. |
|---|------------------------------------|--|

|  |                          |  |                  |           |             |
|--|--------------------------|--|------------------|-----------|-------------|
| <b>Check one for the primary contact</b> | <input type="checkbox"/> | APPLICANT'S NAME   | MAILING ADDRESS  | PHONE NO. |             |
|  |                          | E-MAIL ADDRESS   |                  |           |             |
|  | <input type="checkbox"/> | PROPERTY OWNER'S NAME  | MAILING ADDRESS  | PHONE NO. |             |
|  |                          | E-MAIL ADDRESS   |                  |           |             |
|  | <input type="checkbox"/> | LICENSED DESIGN PROFESSIONAL (ARCHITECT OR ENGINEER IN CHARGE OF THE PROJECT) INFORMATION: |                  |           |             |
|  |                          | NAME:  | MAILING ADDRESS: | PHONE NO. | LICENSE NO. |
|  | E-MAIL ADDRESS           |  |                  |           |             |

**CALIFORNIA LICENSED CONTRACTOR'S DECLARATION:** I hereby 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        | COMPANY NAME         | MAILING ADDRESS | PHONE NO. |
| E-MAIL ADDRESS           |                      |                 |           |
| LICENSE CLASS AND NUMBER | CONTRACTOR SIGNATURE |                 |           |

**STAFF USE ONLY BELOW THIS LINE**

|   |                     |                  |   |             |                           |                      |
|---|---------------------|------------------|---|-------------|---------------------------|----------------------|
| APN NO.   | LOT                 | TRACT NO.        | HIGH FIRE / HAZARD ZONE<br><input type="checkbox"/> YES <input type="checkbox"/> NO | ZONE USE    | NAICS / STRUCTURE USE 1-5 | P.C. FEE<br>Y N      |
| STRUCT. OCC. 1-5  | OCC. FLOOR AREA 1-5 | OCC. LOAD 1-5    | STORIES   | BASEMENT    | MEZZ                      | ACCESSIBILITY<br>Y N |
| GUSD FLOOR AREA   | COMM'L              | RESIDENTIAL      | BLDG. FLOOR AREA  | ABOVE GRADE | BELOW GRADE               | ENERGY<br>Y N        |
| FIRE SPRKLR   | EDITION OF THE CODE | STANDARD PARKING | ACTUAL  | REQUIRED    | DWELLING UNITS            | CAL-GREEN<br>Y N     |
|   |                     |                  |   |             | BEDROOMS                  | FIRE<br>Y N          |
| STAFF COMMENTS, (INITIALS)  |                     |                  |   |             |                           | SOIL REPORT<br>Y N   |
|   |                     |                  |   |             |                           | STRONG MOTION<br>Y N |
|   |                     |                  |   |             |                           | S.F.C.<br>Y N        |
| OK TO SUBMIT/EXPRESS BY: SIGNATURE DATE ACCEPTED BY: DATE RECEIPT NO. |                     |                  |   |             |                           | PARKS MIT.<br>Y N    |

|   |                          |                                    |           |      |                                 |                |                   |      |    |    |                            |                     |                       |
|---|--------------------------|------------------------------------|-----------|------|---------------------------------|----------------|-------------------|------|----|----|----------------------------|---------------------|-----------------------|
| <b>Check only if applicable</b>                                     | <input type="checkbox"/> | ENGINEERING                        | SIGNATURE | DATE | <b>Check only if applicable</b> | G.W.P. WATER   | SIGNATURE         | DATE | PC | RW | BF                         | LIBRARY MIT.<br>Y N |                       |
|   |                          | <b>Plan Check Expiration Date:</b> |           |      |                                 |                |                   |      |    |    |                            |                     |                       |
|   | <input type="checkbox"/> | ZONING                             | SIGNATURE | DATE |                                 | P.W. EASEMENTS | P.L. TO CURB FACE |      |    |    |                            |                     | GUSD<br>Y N           |
|   | <input type="checkbox"/> | FIRE                               | SIGNATURE | DATE |                                 |                |                   |      |    |    |                            |                     | URBAN ART<br>Y N      |
|   | <input type="checkbox"/> | DESIGN REVIEW                      | SIGNATURE | DATE |                                 |                |                   |      |    |    |                            |                     | CONSTR. DEBRIS<br>Y N |
| <input type="checkbox"/>  | FOG                      | SIGNATURE                          | DATE      |      |                                 |                |                   |      |    |    | ARCHIVE FEE (PAGES)<br>Y N |                     |                       |
| <input type="checkbox"/>  | BLDG. PLAN CHECK         | SIGNATURE                          | DATE      |      |                                 |                |                   |      |    |    | SUPP. P.C. FEE<br>Y N      |                     |                       |
| OK TO ISSUE PERMIT BY: SIGNATURE DATE ACCEPTED BY: DATE RECEIPT NO. |                          |                                    |           |      |                                 |                |                   |      |    |    |                            | DOUBLE FEE<br>Y N   |                       |
|   |                          |                                    |           |      |                                 |                |                   |      |    |    |                            | PERMIT FEE<br>Y N   |                       |

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 OWNER OR 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

