



Community Development Department  
Building and Safety Division  
633 E Broadway, Glendale, CA 91206

**DOCUMENT SUBMITTAL REQUIREMENTS  
FOR  
A NEW SINGLE-FAMILY DWELLING**

---

This Information Bulletin contains the suggested minimum document submittal requirements including architectural and structural plans, calculations, and other miscellaneous information for a **“NEW SINGLE-FAMILY DWELLING.”**

The lists contained in this Information Bulletin are the suggested minimum document submittal requirements. Some projects may not require all of these documents while others may require additional documents and information.

Plans, calculations (if applicable), and all the supporting documents should be submitted online through GlendalePemit (<https://www.glendaleca.gov/government/departments/community-development/building-safety/permit-services-center>).

One and two family dwellings that are 3 stories or less in height shall comply with the 2022 California Residential Code (CRC), 2023 Glendale Building & Safety Code (GBC) and Glendale Building & Safety Reach Code (GRC).

One and two family dwellings that are over 3 stories in height shall comply with the 2022 California Building Code (CBC), 2023 Glendale Building & Safety Code (GBC) and Glendale Building & Safety Reach Code (GRC).

## **I. DOCUMENT SUBMITTAL LIST**

### **A. Plans**

#### **1. Architectural Plans**

- a. Plot plan
- b. Floor plan
- c. Roof plan
- d. Exterior elevations
- e. Cross sections

#### **2. Structural Plans**

- a. Foundation plan
- b. Floor framing plan
- c. Roof framing plan
- d. Truss plans
- e. Structural framing and connection details

#### **3. Grading Plans when grading is proposed**

#### **4. Plans showing relevant information for plumbing, mechanical, and electrical components**

### **B. Calculations**

1. A complete set of structural calculations for vertical and lateral loads signed by an architect or engineer licensed by the State of California
2. Energy Calculations and forms for Title 24

## C. Other Documents

1. Planning Approvals (Entitlements / Exemptions)
2. Soil and geology reports
2. Material specifications
3. Entitlement actions

## II. EXPANDED INFORMATION ON ABOVE DOCUMENTS

### A. General Information

1. Plans to be drawn to scale, and fully dimensioned. Plans shall be of sufficient clarity to indicate the nature and extent of the proposed work and to show in detail that the project will conform to the provisions of all applicable codes, relevant laws, ordinances, rules, and regulations.
2. Signature and stamp by an architect or engineer licensed by the State of California on all documents and signature and stamp on the cover sheet of each document.
3. Cover sheet information
  - a. Applicable codes and editions (2023 GBSC, 2022 CRC, etc.)
  - b. Name, title, registration number, address, and telephone number of the responsible architect or engineer.
  - c. Project name and address and the owner's name, address, and telephone number
  - d. Description detailing scope of all work.
  - e. Vicinity map, property legal description, 10-digit Assessor Parcel Number (APN) or also known as the Assessor Identification Number (AIN)
  - f. Occupancy group(s), floor area of each occupancy, number of stories, type of construction, and maximum building height
  - g. If projected is located within a Very High Fire Hazard Severity Zone (VHFHSZ) or Wildland-Urban Interface (WUI) Fire Area
  - h. Floor area of each floor, entire building, and residential floor area for each structure and for the entire lot.
  - i. Index of all sheets of plans and attachments
  - j. Fire sprinkler requirement
  - k. Solar PV system requirement
  - l. List of Deferred Submittals if any
  - m. List of separate applications and permit

### B. Architectural Plans

1. Site plan
  - a. Site survey prepared by a California Licensed Surveyor
  - b. Topographic survey map if the property located within a Very High Fire Hazard Severity Zone (VHFHSZ) or Wildland-Urban Interface (WUI) Fire Area or if the building pad is within close proximity to slopes steeper than one unit vertical in three units horizontal (33.3 %)
  - c. All easements recorded on the property
  - d. Locations of all water, electrical, gas meters, power poles surrounding site and within 10'-0" from proposed project, Overhead Electrical Power Lines, etc.
  - e. Locations of all Oak, Bay and/or Sycamore trees on the property or within 20 feet of the property

- f. Building footprint showing all projections, building dimensions, and setbacks to property lines and adjacent structures.
- g. Location and size of driveways and parking stalls
- h. Location of all accessory buildings and structures including block walls, retaining walls, decks, pools, and spas.

## **2. Building Plans**

- a. Fully dimensioned floor plans including room sizes and uses.
- b. Fully dimensioned roof plans including slope, eaves, overhangs, rakes, gables, and roofing material.
- c. Exterior elevations detailing all exterior walls, projections, and cross sections in each direction.
- d. Door and window locations and schedules including size, type, and door threshold details.
- e. Fully dimensioned stair details including rise, run, handrails, and all member sizes.
- f. Fireplace details, specifications

## **C. Structural Plans**

1. Geotechnical soils report prepared by a California Licensed Geotechnical Engineer for all new structures and additions with a footprint which exceeds 500 square feet.
2. Structural wall sections including connection details at foundation, floor, and roof levels.
3. Post and girder connection details
4. Footing, pier, and grade beam details
5. Shear wall and holdown details including wall construction, nailing, anchor bolts, transfer connections, and holdowns
6. Stairway framing and connections including handrails and dimensions of all members.
7. Flashing details
8. Material specifications
9. Prefabricated Trusses
  - a. Roof framing plan with a truss I.D. number and manufacturer's name
  - b. Detail of all trusses including gable bracing and bridging
  - c. Detail of all truss splices, connections, plate sizes, and hangers
  - d. Truss plans to be stamped by the responsible architect or engineer licensed in the State of California stating that he/she has reviewed the plans.

## **D. Grading Plans**

1. Existing and proposed contours with 1'-0 contour intervals.
2. Slope and pad drainage systems
3. Boundaries of cut and fill areas
4. Volume of removal and recompaction (cut and fill) in cubic yard equal or greater than 50 cubic yard.
5. Retaining walls and details

## **E. Plumbing, Electrical, and Mechanical Components**

1. Location and size (BTU/HR output) of HVAC equipment
2. Locations and dimensions of plumbing fixtures
3. Locations of outlets, fixtures, switches, and smoke detectors, and locations and sizes of subpanels, and main panels

## **F. Energy**

1. CF-1R and MF-1R forms with required signatures attached to plans.
2. CF-GR and Insulation Certificate attached to plans.

3. Performance Analysis and Back-up forms attached to plans.

### **G. Green Building Plans**

1. City of Glendale standard forms for CalGreen Residential Mandatory Measures incorporated into plans.
2. Electric vehicle supply wiring.
3. Solar PV system zones(s)
4. Energy star compliant bathroom exhaust fans with humidistat
5. Irrigation controller, drainage away from buildings, site paving/hardscape, and landscaping and water features including pools.
6. Flashing details and methods of construction waste reduction
7. Fireplace specifications
8. Slab on grade construction details (vapor barrier above a 4" layer of clean aggregate)

### **III. MISCELLANEOUS PLANS AND PERMITS**

1. Proposed accessory structures, including pools and spas, decks, and retaining walls
2. Demolition of existing structures
3. Security Notes
4. NPDES Form
5. NPDES Plan
6. Structural Observation Form To be complete and signed by owner prior to next submittal.
7. Building Code Modification (BMOD) Conditions for approval (Download from BMOD Application) if any
8. Residential General Notes

#### **NOTE:**

(1) This is not a complete list of all document submittal requirements. Additional information may be required for the plan check process.

(2) Review and approval from other departments/ divisions and agencies such as City Planning, Public Works, etc, may be required.

Please refer to all departments / divisions or agencies for the plans and approval process.