



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

DOCUMENT SUBMITTAL REQUIREMENTS FOR A NEW MULTI-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 MULTI-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>).

I. DOCUMENT SUBMITTAL LIST

A. Plans

1. Architectural Plans

- a. Plot plan
- b. Floor plan
- c. Roof plan
- d. Exterior elevations and cross-sections
- e. Accessibility features
- f. Green Code features

2. Structural Plans

- a. Foundation plan
- b. Floor and roof framing plan
- c. Structural framing and connection details

3. Grading Plans when grading is proposed.

4. Plumbing Plans (including relevant information from architectural plans) *

5. Mechanical Plans (including relevant information from architectural plans) *

6. Electrical Plans (including relevant information from architectural plans)*

*Separate plan check and permit required

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. Design Review Board, Administrative Design Review, Design Review Exemption, Historic Preservation Commission with approved plans and/ or letter.
2. Soil and geology reports.
3. Material specifications.
4. Sound Study/Noise Report (if stipulated in Planning approval), and Hazardous Material Inventory List (If applicable, list types and quantities of chemicals stored on site).
5. Property records (Building/ Demo permits, Certificates of Occupancy).

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 CBC, 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, uses, number of stories, type of construction, and maximum building height.
 - g. Gross floor area per floor and code analysis
 - h. Unit density & Floor Area Ratio (FAR) analysis
 - i. Fire sprinkler requirement
 - j. Solar PV system requirement
 - k. List of Deferred Submittals if any
 - l. List of separate applications and permit
 - m. Complete sheet index (include all sheets)

B. Architectural Plans

1. Plot plan including:
 - a. North Arrow

- b. Lot dimensions, property lines, and street(s) and alley locations
 - c. Building footprint showing all projections and dimensions from the property lines and adjacent structures
 - d. Fully dimensioned existing parking lot layout, proposed parking lot layout, driveway locations, and sidewalks, including all required accessibility features, such as accessible parking spaces and paths of travel from accessible parking spaces and public sidewalks to building entrances.
 - e. Easements and visible utilities on site.
2. Fully dimensioned floor plans, including room sizes and uses, corridor widths, and all disabled access features, including fully dimensioned and detailed restrooms.
 2. Fully dimensioned roof plans, including roof eaves, overhangs, rakes, gables, and construction material of roof.
 3. Exterior elevations detailing all exterior walls and cross section in each direction.
 4. Interior elevations including fixed cabinets and counters to show compliance with all applicable accessibility requirements.
 5. Door and window locations and door and window schedules including size and type and threshold details.
 6. Fully dimensioned elevator, ramp, and stair details, including rise and run for stairs, handrails, and all member sizes.
 7. All exit locations, including exit paths and exit lighting.
 8. Detail fire walls, fire barriers, fire partitions locations and construction
 9. Detail sound insulation wall locations, and construction
 10. Detail fire-rated corridors, door ratings and locations, and smoke- and fire-damper locations and construction.
 11. Finish schedule with flame spread rating.
 12. Accessibility notes and details to cover all other applicable accessibility requirements.
 13. Flashing details.

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. Material specifications.
8. 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. Landscaping Plans

1. Location of all structures, including accessory structures, walkways, etc., including all required accessibility features.

F. Plumbing

1. Site utility and sizing calculations
2. Waste and vent pipe and sizing calculation
3. Water piping sizing calculation
4. Kitchen plan for common area kitchens
5. Roof drain plan and sizing calculations
6. Condensate drain and hydronic piping plan.

G. Mechanical Plans

1. HVAC plan including size (BTU/HR output) and location of HVAC equipment and locations of ducts and smoke- and fire-dampers.
2. Environmental and product conveying duct plan
3. Kitchen plan for common area kitchens and Los Angeles County Health Department approval if applicable

H. Electrical Plans

1. Load calculations and panel schedule.
2. One-line diagrams, including wire and conduit sizes.

I. 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.
7. Methods of construction waste reduction.

III. MISCELLANEOUS PLANS AND PERMITS

1. Proposed accessory structures, including pools and spas, decks, and retaining walls
2. Demolition of existing structures
3. Residential Security Notes
4. Fire sprinkler, smoke detection, and fire alarm system installation
5. Signage
6. Structural Observation Form (to be complete and signed by owner)
7. Building Code Modification (BMOD) Conditions for approval (Download from BMOD Application) if any
8. Separate electrical, mechanical, sprinkler, HVAC, and plumbing plan check and /or permits required. Please check with each discipline section for your project.

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.