CITY OF GLENDORA *BUILDING DIVISION* PLAN CHECK/PERMIT WORKSHEET

Building Address:

Description of Work: _____

_____

Owner Name:	Phone:
Address:	

Applicant Name:	Phone:
Address:	

Contractor/Eng./Arch./Designer Name:		Phone:
Address:		
State License No. :	License Type:	Expiration Date:
Workers Comp Carrier:	Policy #:	Expiration Date:

ELECTRICAL SYSTEM		MECHANICAL SYSTEM		PLUMBING SYSTEM	
# of Units	**Description**	**# of Units**	**Description**	**# of Units**	**Description**
	Receptacles		FAU_____Heater_____		Bath Tub
	Lights		Up to 100,000 BTU		Clothes Washer
	Switches		Up to 1,000,000 BTU		Dishwasher
	Range		Over 1,000,000 BTU		Floor Drain
	Cellular Antenna		Air Handler		Gas System
	Clothes Dryer/Washer		Up to 2,000 CFM		Gas Outlets
	Dishwasher		Up to 10,000 CFM		Grease Trap
	Electric Vehicle Station		Over 10,000 CFM		Hose Bib
	Garbage Disposal		AIR CONDITIONER:		Kitchen Sink
	Generator		SEER_____TONNAGE_____		Laundry Tub or Tray
	Light Standards				Lawn Sprinkler System
	Motors: #_____HP_____HP		Air Inlet/Outlet		
	Photo Voltaic System		Alter Duct System		Main Line Water Piping
	Service – Not Over 200 AMP				Misc Water Piping
	Service – Sub Panel		Appliance Vent		
	Service – Over 200 AMP		Evaporative Cooler		Shower
	Signs		Exhaust Fans		Swimming Pool Piping
	Space Heater				Toilet or Urinal
	Stationary Appliance (1/2 HP)		Factory Built Fireplace		Water Basin/Sink
	Stationary Cooktop		Fire Damper		
	TPP ;___# of distribution poles				Water Heater
	Timer		Kitchen Hood & Exhaust System		• Solar Water Heater
	Transformer		Spray Booth; Exhaust System		• Tank Water Heater
	Water Heater (electric)		Ventilation System		• Tankless Water Heater
	New Dwelling (sq footage)				Water Softener
	New Apartments (sq footage)				

	SEWER SYSTEM	**PW Permit #_____**
	House Sewer Connecting to Public Sewer	**Sewer Map Location:**
	Septic Tank Seepage Pit or Pits and/or Drain Field	**Lateral Station:**
	Overflow Seepage Pit Drain Field, Cesspool, Drywell	**Manhole Reference:** Upper Lower Depth_____
	Connect Additional Building or Work to Sewer	**Type of Connection:** Y Curb PL Saddle
	Alter, Repair or Abandon House Sewer or Disposal System	**L.A. County Sanitation District No.:_____**
	Grease Interceptor	

SQ FT	DEMOLITION
	Description:
	Square Footage
	No. of Structures:

	FIRE ALARMS
	Valuation:

SQ FT	FIRE SPRINKLERS
	Square Footage

	PHOTO VOLTAIC
	# of Modules
	Wattage (EA):
	Total Wattage

SQ FT	POOL/SPA
	Pool
	Spa
	Built In BBQ $_____Valuation
	Firepit /Fireplace $_____Valuation

SQ FT	RETAINING WALL
	Linear Feet
	Height
	Linear Feet
	Height
	Total Area

SQ FT	REROOF
	# of Squares of Material
	Material:_____
	ICBO/ICC# for Tile Roof #_____
	Detached Garage (Yes/No)_____
	Tear-Off (Yes/No)_____

SQ FT	RESIDENTIAL
	Balcony/Deck
	Garage Conversion
	Garage/Shed
	Patio Cover/Porch
	• Enclosed Patio
	Remodel
	Room Addition
	Single Family Residence (new)
	Multi family Residence (new)
	• Apartments No. of units:_____
	• Condominiums No. of units:_____
	• Townhomes No. of units:_____

SQ FT	COMMERCIAL – NEW CONSTRUCTION
	Auditorium
	Bank
	Church
	Hotels & Motels
	Industrial
	Institutional
	Medical Office
	Office
	Public Garage
	Restaurant
	School
	Service Station
	Store
	Theater
	Warehouse
	Free Standing Wall
	Trash Enclosure
	Trellis/Awning/Entry
	Valuation:

	SIGNS
	Illuminated Wall Sign
	Non Illuminated Wall Sign
	Monument Sign
	Name on Sign:
	Valuation $_____

SQ FT	TENANT IMPROVEMENT
	Description:
	Square Footage
	Occupancy:
	Use: