

CITY OF GLENDALE PERMIT APPLICATION

Permit #:	

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CITY OF GLENDALE PERMIT APPLICATION GUIDE

Permits are required for any building alteration, addition, tenant finish and remodel project regardless of size. All electrical work, plumbing work, mechanical/HVAC work, fire sprinkler work, fire alarm work, drywall work, roofing or reproofing work, siding, window replacement work require a permit unless specifically exempted by ordinance. Please ask us if you are not sure a permit is required.

Permit Application Procedure.

- 1. Fill out a permit application giving owner, architect, contractor information.
 - a. In the fee section, list the value (contract amount/estimate) under the heading "Valuation). In the "Building Permit" row under the "Valuation" heading enter the total value of the work to be performed including; building, electrical, plumbing, HVAC, Fire Alarm, Fire Sprinkler valuations.
 - b. Fill in valuations for each type of work as applicable.
 - c. Use tax is assessed on 60 percent of the TOTAL Valuation at the rate of 3.75%.
 - d. Understatement of valuation resulting in underpayment of use tax will be investigated and may subject the permit applicant to an audit. If an audit is necessary audit costs are paid by the applicant.
- 2. Submit Z sets of plans (if applicable) along with any supporting data such as structural calculations.
 - a. A plan review fee of 65% of the total of all permit fees is required. Large projects will require that this fee be paid at the time of permit application.
 - b. Generally, allow a one week timeframe for small commercial projects and two to 4 weeks for large projects (new construction/additions large tenant finishes etc.).
- 3. All contractors must possess a current license before a permit will be issued.
- 4. It is the duty of the permit holder to call for all required inspections and receive approval for the same before proceeding with the next phase of the work. Work covered prior to inspection is subject to removal

Work commenced before a permit is issued will be assessed an investigation fee equal to the total permit fee.

We will do our best to expedite your permit application but ask for your cooperation by filling out the permit application in full and submitting all necessary documentation. Please call if you have any questions.