CITY OF GLENDORA
116 E. FOOTHILL BLVD.
www.ci.glendora.ca.us

CITY OF GLENDORA Interdepartmental Plan Review Matrix

Building Division Submittal

	# of Plan Sets	Building Division	Planning Division	Public Works Engineering	Fire Depart.**	School District	Health	Typical Turn Around (Avg # of ays)
Accessory Building (shed, playhouse, etc, if over 120 sq ft)	2*	X	X	X[i1]	N/A	N/A	N/A	10
Antenna Cell sites	3*	X	X	X	N/A	N/A	N/A	30
Block Walls/Columns	2*	X	X	X[1]	N/A	N/A	N/A	10
Change of Use	2*	X	X	N/A	X[7]	X[3]	X	30
Demolition	3*	X	X	X	N/A	N/A	N/A	30
Fire Sprinklers, Fire Alarms, Healy Tanks	2*	X	N/A	N/A	X	N/A	N/A	OTC/10
Kitchen or Bath Remodels (Interior Only-Over the Counter)	2*	X	N/A	N/A	N/A	N/A	N/A	OTC
Light or Flag Poles	3*	X	X	X	N/A	N/A	N/A	30
Mixed Use Structure	3*	X	X	X	X	X[3]	X[2]	30
Monument Sign	3*	X	X	X	N/A	N/A	N/A	10
New Commercial Construction	3*	X	X	X	X	X	X[2]	30
New Residential Construction	3*	X	X	X	X	X	N/A	30
P.V. Systems	2*	X	X	N/A	X[8]	N/A	N/A	10
Patio Cover (ICC 'Over the Counter')	2*	X	X	N/A	X[4]	N/A	N/A	OTC
Propane Tanks	2*	X	X	X[1]	X	N/A	N/A	30
Pools ('Over the Counter")	2*	X	X	N/A	X[4]	N/A	N/A	OTC
Repair (fire, car, water damage, etc)	2*	X	X	N/A	N/A	N/A	N/A	10
Residential Addition	2*	X	X	X[1,5]	X[4]	X	N/A	30
Residential Remodel	2*	X	X	N/A	N/A	N/A	N/A	10
Retaining Walls	3*	X	X	X	N/A	N/A	N/A	30
Seismic Upgrade	2*	X	X	X[1]	N/A	N/A	N/A	10
Signs (Wall signs 'Over the Counter')	2*	X	X	N/A	N/A	N/A	N/A	OTC
Spray Booths	2*	X	X	N/A	X	N/A	N/A	10
Storage Racks	2*	X	N/A	N/A	X[3]	N/A	N/A	10
Tenant Improvement (Interior only)	2*	X	X	N/A	X[3]	N/A	N/A	10
Trash Enclosures/Healy Tank Enclosure	2*	X	X	N/A	N/A	N/A	N/A	10

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X = Plan Review required
OTC = Over the Counter Review

1. Engineering Division review and approval is required for construction that creates an interruption of the drainage pattern on the site or requires significant earthwork.
2. Health Department review and approval is required for construction or alterations for food establishments or occupancies requiring Health Dept.
3. Based on the occupancy, the submittal may require review/approval.
4. Require approval when property located in HFSZ (High Fire Severity Zone).
5. If over 499 sq ft, Public Works/ Engineering review/approval required and an additional set is needed at submittal.
6. Requires Fire Department approval.
7. Reviews when "A" or "H" occupancy.

FOR MORE INFORMATION, PLEASE CONTACT:

BUILDING DIVISION	**626-914-8222**
PLANNING DIVISION	**626-914-8214**
ENGINEERING DIVISION	**626-914-8246**

****All reviews will require an additional, approved plan (at final review/before issuance) to be forwarded to the Los Angeles County Tax Assessor***

*****All Fire Department reviews are submitted directly, by the applicant, to the Fire Department***

Please check with the Planning Department to review zoning requirements for any project prior to plan check submittal.