



CITY OF GLENDORA

116 E. FOOTHILL BLVD

www.ci.glendora.ca.us

TENANT IMPROVEMENT SUBMITTAL CHECKLIST

Contact the Planning Department for use and development information prior to preparing plans.
Some projects may require special zoning review before a permit can be issued.

New plan submittals shall be in pdf electronic format.

All plans must be ***drawn to scale*** and fully dimensioned.

Plans should be designed for reproduction on 24" x 36" paper.

- Address of Subject Property**
- Site Plan** – Show building location (vicinity map) and legal address. A parking site plan may be required if the proposed use results in a change in the amount of required parking.
- Use Description** – Provide a description of the proposed use.
- Floor Plan** – Show overall floor plan of building and indicate use(s) within the building (such as storage, office, kitchen, etc) and of adjacent tenant spaces, side yards and parking areas.
Provide system of egress pursuant to the 2019 California Building Code, Chapter 10 & 11B.
- Accessibility Compliance** – Show how area of renovation complies with disabled access requirements. Show accessible path of travel from public sidewalk and parking space to area of alteration. Path of travel features include the entrance, path of travel, restrooms, drinking fountains and public telephones serving the area of alteration, as required by the California Building Code, Chapter 11B.
- Occupancy** – Indicate type of proposed occupancy per CBC, Chapter 3 and indicate type of construction per CBC, Chapter 6.
- Detail** – Show all existing and proposed walls, indicating all demolition and new construction. Also provide wall section details showing stud size and type, plates, method of attachment at floor and ceiling or roof.
- Reflected Ceiling Plan**
- Doors** – Show all door locations, sizes, fire rating (if applicable), direction of swing, door hardware and type and location of exit signage.
- Plumbing** – Provide plumbing plans if any new plumbing is being proposed.
- Electrical** – Provide electrical single line diagram and load calculation if new or upgraded service is proposed. Provide lighting and electrical layout. Include panel schedule(s) with load calculations. Energy forms are required for the addition of new lights.
- Mechanical** – Provide mechanical drawings showing location of existing and proposed registers, location HVAC equipment and duct locations and size. Energy forms are required when installing a new system of components. New roof top equipment must have adequate screening.
- Energy Compliance Forms** – Provide Title 24 Energy Calculations for proposed Tenant Improvement spaces involving new conditioned space and new lighting. Required forms include calculations and/or documentation for the envelope, lighting and mechanical.

- Fire Department** – When required, plans shall be approved and stamped by the Los Angeles County Fire Department. Applicant will submit plans directly to the Fire Department. Contact the Building Division if clarification is needed.
- Health Department** – When required, plans shall be approved and stamped by the County of Los Angeles Public Health. Applicant will submit plans directly to the Health Department.
- Exterior Signage** – a separate permit is required (see signage requirements).

- Waste Management Plan (WMP):** Effective January 1, 2017, California State law requires 65% of demolition and construction materials to be recycled. Prior to issuance of any permits, a Waste Management Plan application and fees, if applicable, shall be submitted to the Planning Department for review and approval.

Contact Information:

Planning Division - 626-914-8214

Building Division – 626-914-8222

Engineering Division – 626-914-8246