



Building Division | City of Glendora

116 E. Foothill Blvd., Glendora, CA 91741
 Building Division tel.: (626) 914-8222
 www.cityofglendora.org

**DEMOLITION
 SUBMITTAL CHECKLIST**

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

A permit application, construction documents, and a plan check fee are required to be submitted to the Building Division. **Work shall not commence until plans have been reviewed and approved, a permit has been issued, and required pedestrian protection measures are in place.**

Submittal documents shall include the following:

- 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** shall be included on all documents.
- Plot Plan** - indicating structure(s) to be demolished
- Pedestrian Protection Plan** as per the CBC, Section 3306 (see requirements below)
- AQMD Notification** (Rule 1403 Notification)
- Asbestos Reports** (if applicable)
- Underground Service Alert Notification** (DigAlert)
- Water Meter Plan** – contact the Engineering Division for details
- Encroachment permit** required when using the public right of way
- SWPPP** – contact the Engineering Division for details
- Traffic Control Plan** – contact the Engineering Division for details
- Sewer abandonment permit** – when sewer is being abandoned
- Waste Management Plan (WMP):** California State law requires 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.

TABLE 3306.1 - TYPE OF PROTECTION REQUIRED FOR PEDESTRIANS
 Section 3306 - California Building Code (2019 Edition)

HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION TO LOT LINE	PROTECTION REQUIRED
8 feet or less	Less than 5 feet	Construction railings
	5 feet or more	None
More than 8 feet	Less than 5 feet	Barrier and covered walkway
	5 feet or more, but not more than one fourth the height of construction	Barrier and covered walkway
	5 feet or more, but between one fourth to one half the height of construction	Barrier
	5 feet or more, but exceeding one half the construction height	None