



**CITY OF GLENDALE  
DEVELOPMENT SERVICES CENTER**

**SINGLE FAMILY RESIDENTIAL  
STANDARD CHECKLIST**

<p>___ <b>Permit Application</b></p>	<p>Provide the following on the permit application:</p> <ul style="list-style-type: none"> <li>• Project Name</li> <li>• Project Address</li> <li>• Model Number</li> <li>• Options</li> <li>• Parcel Number</li> <li>• Subdivision Name</li> <li>• Lot Number</li> <li>• Square Footages (with and without options)</li> <li>• Property Owner Information</li> <li>• Contractor Information</li> <li>• Special Conditions (if any)</li> <li>• Utilities</li> <li>• Construction Valuation</li> <li>• Applicant's Name, Address, Phone Number and Email</li> </ul>
<p>___ <b>Site Plan</b></p>	<p>8-1/2"x11" Site Plan</p> <p>1. Provide the following:</p> <ul style="list-style-type: none"> <li>• Footprint of building</li> <li>• Setback lines</li> <li>• Lot dimensions</li> <li>• Lot easements</li> <li>• Lot coverage calculations</li> <li>• Square footage calculations</li> <li>• Model number and elevation</li> <li>• Water, Gas and/or Electric meters</li> <li>• Driveway, fences, and gates</li> </ul>
<p>___ <b>Water Meter Worksheet</b></p>	<p>Include the following:</p> <ul style="list-style-type: none"> <li>• Address and Lot Number</li> <li>• Builder and Std. Plan Number</li> <li>• Subdivision Name</li> <li>• 1 or 2 Story</li> <li>• Total Development Length</li> <li>• Number of Fixtures and total fixture units</li> </ul>
<p>___ <b>Special Inspection Certificates</b></p>	<p>Signed and sealed special inspection certificate. Include on certificate:</p> <ul style="list-style-type: none"> <li>• Project Name</li> <li>• Project address (site specific)</li> </ul>
<p>___ <b>Building Permit Fee</b></p>	<p>Due at the time of permit approval.</p>