



## CITY OF GLENDALE, CALIFORNIA

### Community Development

Building & Safety  
633 E. Broadway  
Glendale, CA 91206

Inspections Suite 100

Tel. (818) 548-4836

Fax (818) 548-4362

Applications, Permits & Plan Check Suite 101

Tel. (818) 548-3200

Fax (818) 548-3215

[www.glendaleca.gov](http://www.glendaleca.gov)

May 17, 2022

Re: **Automatic extensions will no longer be processed after June 30, 2022 for plan check and building permits**

The City of Glendale is returning to normal pre- Covid-19 practices including the processing of extensions.

An automatic Extensions will **no** longer be processed after June 30, 2022. Applicants will be required to formally apply for extensions prior to the expiration date for the specific project or June 30 2022. This applies to projects that are in plan review or have been issued a permit for construction.

For **expired plan checks and permits**, a 4-month grace period between July 1, 2022 and October 31, 2022 will be provided to applicants to formally apply in writing for plan check and permit extensions.

It is the responsibility of the applicants, owners and builders to track dates of expiration and to submit a request for extensions prior to the expiration dates. If extensions requests are not received in writing prior to expiration date or within the grace period, the plan checks and issued permits will expire.

To file for extension(s):

1. Fill out the form - APPLICATION FOR BUILDING PERMIT / PLAN CHECK EXTENSION (see link below).
2. Complete the application, including reasons and all applicable plan check/permit numbers needing extensions.
3. Submit your application online by emailing to: [BuildExtensions@Glendaleca.gov](mailto:BuildExtensions@Glendaleca.gov)
4. Staff will contact you regarding invoicing and payment.

For applications, see attached document below or go to the Glendale Building & Safety Applications website at:

<https://www.glendaleca.gov/government/departments/community-development/main-applications>

and clicking on: **Plan Permit Extension Form**

Please note that project **extensions do not necessarily apply to planning entitlement expirations**. Please contact your Planning Division case planner for further clarification in matters relating to planning approvals.

For more information, email at: [BuildExtensions@Glendaleca.gov](mailto:BuildExtensions@Glendaleca.gov) or call 818.548.3200.

Sincerely,

Miroslav C. Lhotsky, S.E., CBO  
Building Official



CITY OF GLENDALE — BUILDING AND SAFETY  
633 E. Broadway rm 101 Glendale, CA 91206  
(818) 548-3200, (818) 548-3215 fax

## APPLICATION FOR BUILDING PERMIT / PLAN CHECK EXTENSION

*Plan Checks shall expire one-year after the submittal date. Permits shall expire 180-days after the date of issuance if substantial work has not been commenced, completed, inspected, and approved. Additionally, permits shall expire if at any time after work has commenced, further substantial work is not completed during any 180-day period. To be considered work must be inspected and approved by your Building Inspector. Once expired any documents submitted to the department shall be returned to the applicant or destroyed by the Building Official and the plan check fee forfeited to the City of Glendale. Upon request, if received prior to expiration the Building Official may extend the period of permit or plan check. Please be advised that applicants are not entitled to an extension and this application may be denied or altered, including the imposition of conditions, at the discretion of the Building Official.*

Date: \_\_\_\_\_

You can submit this form by fax or e-mail at **BuildExtensions@Glendaleca.gov**

|   |                   |                      |
|---|-------------------|----------------------|
| PROJECT ADDRESS, CITY AND ZIP ( Each address requires separate application )  |                   |                      |
| APPLICANT'S NAME:   | MAILING ADDRESS:  | PHONE NO.:           |
| E-MAIL ADDRESS  |                   |                      |
| PROPERTY OWNER'S NAME:  | MAILING ADDRESS:  | PHONE NO.:           |
| E-MAIL ADDRESS  |                   |                      |
| CONTRACTOR'S NAME<br><div style="text-align: center; color: red; font-weight: bold;">COMPANY NAME</div>   | STATE LICENSE NO. | CBL EXPIRATION DATE: |
| <i>If permit issued to a contractor, contractor's license and City Business license must be current.</i>  |                   |                      |
| Has an extension been granted for this project before? <input type="checkbox"/> Yes <input type="checkbox"/> No (if yes please attach a copy of such extension) |                   |                      |
| Permit / Plan Check Number(s) - (list each permit or plan check number)   |                   |                      |
|   |                   |                      |
| Reason for Extension:   |                   |                      |
|   |                   |                      |
|   |                   |                      |
| <b><u>The extension application fee is not refundable</u></b>   |                   |                      |
| Check box that applies:   |                   |                      |
| <input type="checkbox"/> Request for Plan Check Extension   | \$161.00          |                      |
| <input type="checkbox"/> Request for Permit Extension   | \$169.00          |                      |
| Signature: _____  |                   |                      |

**★ PLEASE ALLOW A MINIMUM OF TWO WEEKS FOR PROCESSING**

STAFF USE ONLY BELOW THIS LINE

|                                 |                            |
|---------------------------------|----------------------------|
| Permit / Plan Check No. _____   | New expiration date: _____ |
| <input type="checkbox"/> Denied | Approved _____             |
| Accepted by: _____              | Date: _____                |
| Receipt No. _____               |                            |