



## CITY OF GLENDALE

Community Development Department  
Building & Safety Division

**Bulletin: 24-004**  
**Date: 04-04-2024**

### Informational Bulletin

#### **SUBJECT: Plan Check and Permit Extensions**

##### **Plan Reviews**

Pursuant to Section 105.3.2 and 105.5 of Building and Safety Code of the City of Glendale,

1. Provided that a submitted plan review has not expired, it may be extended by completing a "Request for Extension" that provides a justifiable cause (as determined by Building Official) and paying the required fees.
2. If the plan review has expired, but has not been expired for more than one (1) year, it may be renewed by following process:
  - a. Payment of fees equal to one half (50%) of the current plan review fees for the project, and
  - b. Having the project reviewed by all city agencies for compliance with the current code requirements prior to permit issuance.
3. Plan review that has been expired for more than one year shall be required to pay fees equal to the full plan check fee and comply with all current code requirements.

##### **Permits**

1. Provided that a permit has not been suspended or abandoned and expired by Building and Safety pursuant to 105.5 Expiration; it may be extended by completing a "Request for Extension" that provides a justifiable cause (as determined by Building Official) and paying the required fees.
2. If the Permit has been suspended or abandoned and expired by Building and Safety for less than one (1) year, it may be extended if the following criteria are met:
  - a. no changes have been made or will be made in the original plans and specifications for such work, and
  - b. The fee shall be one half (50%) the amount required for a new permit, and
  - c. A new permit must be obtained before such work can be recommenced.

If the permit has been suspended or abandoned and expired by Building and Safety for more than one (1) year the following criteria must be met:

- a. All requirements for submittal to comply with all applicable new regulations, approval of the issuance of a new permit, and
- b. New permit fees



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**Extension Lengths**

Applicable to both plan review and permit extension lengths, the Building Official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days.

For information on how to apply for an extension please refer to the attachment or visit the City website <https://glendaleca-energovweb.tylerhost.net/apps/SelfService#/guidedapplication>

Attachment: Building Permit /Plan Check Extension Steps and Application

APPROVED BY
 <hr/> <p><b>Ara Sargsyan</b> <b>Building Official</b></p> <p>Date: <u>04/04/2024</u></p>



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)

# BUILDING PERMIT/PLAN CHECK EXTENSION STEPS AND APPLICATION

## STEP 1

### Email Completed Signed PDF Form

- ✓ Please fill and sign\* the form on the second page of this document electronically or manually. \*NOTE: Digital signatures require Adobe Acrobat Reader.
- ✓ Email your completed form to: [BuildExtensions@Glendaleca.gov](mailto:BuildExtensions@Glendaleca.gov)

## STEP 2

### Application Review

- ✓ Once we receive your application, we will contact you if further information is needed. If your application is approved, we will issue an invoice.

## STEP 3

### Pay Fees

- ✓ Pay in person at Permit Service Center - 633 E. Broadway, Room 101
- ✓ Pay Online through our [GlendalePermits](#) portal

\*NOTE: You will need the full invoice number

Please note that project **extensions DO NOT apply to planning entitlement expirations**. Contact your Planning Division case planner for further clarification in matters relating to planning approvals. For more information related to Building Permit/Plan Check Extensions, email at [BuildExtensions@Glendaleca.gov](mailto:BuildExtensions@Glendaleca.gov) or call **(818) 548-3200**.



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](mailto:BuildExtensions@Glendaleca.gov)

PROJECT ADDRESS, CITY AND ZIP ( Each address requires separate application )		
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APPLICANT'S NAME:	MAILING ADDRESS:	PHONE NO.:
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E-MAIL ADDRESS		
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PROPERTY OWNER'S NAME:	MAILING ADDRESS:	PHONE NO.:
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E-MAIL ADDRESS		
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CONTRACTORS'S NAME <b>COMPANY NAME</b>	STATE LICENSE NO.	CBL EXPIRATION DATE:
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*If permit issued to a contractor, contractor's license and City Business license must be current.*

Has an extension been granted for this project before?  Yes  No (if yes please attach a copy of such extension)

Permit / Plan Check Number(s) - (list each permit or plan check number)

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Reason for Extension:

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**The extension application fee is not refundable**

Check box that applies:

- Request for Plan Check Extension      **\$161.00**
- 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.
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