



# CITY OF MONROVIA

Community Development Department  
Building and Safety Division  
415 South Ivy Avenue  
Monrovia, CA 91016-2888

CODE CYCLE  
2022 CALIFORNIA CODES  
AND CITY OF MONROVIA  
MUNICIPAL CODE

EFFECTIVE DATE  
01/01/2023

1 of 1

## Plan Review Application

PLEASE FILL OUT COMPLETELY IN BLACK OR BLUE INK AND CHECK ALL THAT APPLY

PLAN CHECK #:

Project Address:				Date:
Scope of Work:				Valuation:
				APN#:
Occupancy Group:	<input type="checkbox"/> New <input type="checkbox"/> Existing <input type="checkbox"/> Detached <input type="checkbox"/> ADU <input type="checkbox"/> Phase I <input type="checkbox"/> Phase 2			Sprinklered? Yes <input type="checkbox"/> No <input type="checkbox"/>
Construction Type:	<input type="checkbox"/> Addition <input type="checkbox"/> Tenant Improvement (T.I.) <input type="checkbox"/> HF Zone <input type="checkbox"/> Hillside			
Number of Plans Submitted:	Number of Stories:	Number of Dwelling Units:	Tract #:	Lot #:
<b>Floor Area (Sq. Ft.):</b>				
Addition:	Remodel:	New Structure:	Garage:	Basement:
Deck:	Tenant Improvement:	Alteration:	Demo:	Other:
<b>Project Details:</b>				
Historic or Potential List? Yes <input type="checkbox"/> No <input type="checkbox"/>	HOA? Yes <input type="checkbox"/> No <input type="checkbox"/>	After the Fact Permit? Yes <input type="checkbox"/> No <input type="checkbox"/>	L.A. Co. Health Dept. Approval Req'd? Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Existing Use:</b>		<b>Permit Type Required:</b>		<b>Calculations Provided:</b>
<input type="checkbox"/> Residential <input type="checkbox"/> Multi-family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Institutional		<input type="checkbox"/> Building <input type="checkbox"/> Demolition <input type="checkbox"/> Grading <input type="checkbox"/> Mechanical <input type="checkbox"/> Pool/Spa    On-site? <input type="checkbox"/> Electrical <input type="checkbox"/> Solar/PV    Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Plumbing <input type="checkbox"/> EV		<input type="checkbox"/> Structural <input type="checkbox"/> Energy <input type="checkbox"/> Trusses <input type="checkbox"/> Soils report <input type="checkbox"/> Other (Please Specify):
Change of Use? Yes <input type="checkbox"/> No <input type="checkbox"/>				
Applicant: <input type="checkbox"/> Design Professional in Responsible Charge <input type="checkbox"/> Non-Licensed Designer (when allowed by statute) <input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent				
Company Name:			Applicant Name:	
Email:		Phone #:	License #:	
Address:		City:	Zip Code:	
Property Owner:		Phone #:	Email:	
Property Owner Mailing Address:				
*For questions regarding fire sprinkler plan submittals, please contact the Fire Department at 626-256-8181				
**For questions regarding off-site grading or work involving the public right-of-way, please contact the Public Works Department at 626-932-5575				

### Office Use Only

Building Department approval required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	CHECKER'S NAME: _____
Planning Department approval required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	CHECKER'S NAME: _____
Fire Department approval required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	CHECKER'S NAME: _____
Public Work Department approval required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	CHECKER'S NAME: _____
Approval from outside agencies required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Revise valuation?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
In-house plan check?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Outside consultant?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Plan Check Fee: _____