



## Building in the City of Bradbury

600 Winston Avenue  
Bradbury, CA 91008  
(626) 358-3218

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### Building the Project

All new construction and remodeling activity requires the issuance of building permits and Planning Department approval. Construction activity includes but is not limited to:

- Constructing a new dwelling
- Replacement of roof covering
- Replacement of doors and windows
- Replacement of water heaters
- Construction of walls and fences
- Construction of swimming pools and tennis courts
- Interior remodeling
- Construction of barns, paddocks and corrals
- Construction of patio covers
- Grading
- Addition of enclosed floor area to any existing building

If you have any questions please call the Building Inspector at (626) 358-3218 between the hours of 8:30 am - 11:00 am Monday - Friday.

The City Planner is also available to answer questions and provide guidance and can be reached at (909) 476-6006, extension 102.

**Most forms and information are available on-line at [www.cityofbradbury.org](http://www.cityofbradbury.org)**

**Construction Hours:** Construction activity in the City of Bradbury is restricted to Monday - Friday between the hours of 7:00 a.m. and 7:00 p.m.; and between 9:00 a.m. and 7:00 p.m. on weekends and holidays. Construction activity is prohibited on designated Holidays.

**NOTE:** If your project is located within the Bradbury Estates or the Woodlyn Lane Estates you may be required by your CC&R's to obtain approval of your project from the appropriate Homeowner Association. Contact information may be obtained from the Bradbury City Hall.

### What to do First

For all projects that include the expansion of floor area or the construction of patio covers or decks:

1. Prepare a Site Plan locating the existing buildings and the proposed construction activity as follows:
  - Minimum acceptable size of a site plan is 8-1/2" x 11".
  - Indicate the scale and north arrow on the site plan.
  - Show all property lines and dimensions.
  - Indicate all streets and alleys.
  - Show all buildings, structures, etc.
  - Show proposed addition(s)
  - Provide your contact information in a title block.
  - Provide site address & legal description.
  - Plans must be drawn legibly.
  - Three (3) copies of the site plan are required for all building permits.
  - Additional plan information and detail will be required by the City Engineer and Building Official
2. Obtain a Development Permit Application from the Planning Department.
3. Complete the Application and file it with the Planning Department.
4. The Planning Department will review the plans. When they are approved, the plans may then be filed with the Building Department.
5. File the Planning Department approved plans with the Building Department for plan check. A building plan review application must be filled out at the time of plan submittal, which must include information on the project, ownership, applicant and estimated construction valuation.
6. Once the Building Department approves the plan, a Building Permit will be issued. Most plans will also need to be approved by LA County Fire Department (626) 969-7876 and the City Engineer (626) 331-8323.
7. If the proposed addition is larger than 500 square feet, Development fees must be paid to the Duarte Unified School District. They can be reached at (626) 358-1191.
8. When all fees (City, County & School) have been paid, and permits have been issued, you may begin construction.

9. As each phase of the construction is completed you must call the Building Department to obtain inspection to verify that the construction is in compliance with the approved plans and requisite codes. Depending on the nature and extent of work, inspections are usually in this order:

- Foundation
- Concrete slab or under floor
- Under floor insulation
- Rough Hydro (LA County Fire Dept.)
- Framing
- Energy and insulation
- Lath and drywall
- Final

You cannot proceed until each phase is signed off on.

10. When construction has been completed, you must contact the Planning and Building Departments for a Final Inspection and the issuance of a Certificate of Occupancy. Prior to requesting a final inspection from Building and Safety, approval must first be obtained from the City Engineer and Planning.
11. If a new electric or gas service has been installed as part of your project and approved by the inspector, the City will notify the utility company.

### **Large Project Review Process** *(Projects larger than 1,000 sq. ft.)*

Projects larger than 1,000 square feet require a public hearing before the Planning Commission.

1. Preliminary plans must be filed with the Planning Department. This initial plan review is called a Conceptual Plan Review.
2. A Preliminary Plan or Conceptual Plan Review Application must be completed and filed with the Planning Department.
3. The Planning Department will review your preliminary plans and will advise you as to what additional applications or plan modifications are required in order to complete the processing of your development application.
4. When your application is deemed complete, neighbors within a 500 foot radius of the site will be notified of your development proposal.
5. A public hearing before the Planning Commission will be scheduled. The Planning Commission meets once a month on the 4th Wednesday of each month.
6. When the Planning Commission finds that your development proposal is consistent with the City's development standards, you will be authorized to file your plans with the Building Department for review and permit issuance.
7. Then your project will follow the same steps as #5 - 10 under What to do First.

### **Avoiding Permit Expiration**

Building Code provisions require that work be continued if a permit is to remain valid. During any 180 day period, if some reasonable amount of work is not performed, your permit will automatically expire. Once expired, additional fees will be necessary to renew the permit, so it is in your best interest to continue work until completion.

### **Public-Right-of-Way Improvements**

Don't forget to consider in the preparation of plans the public improvements with the street right-of-way adjoining your property. If your street right-of-way width is substandard, dedication of property to provide additional width may be required. On large additions or new dwelling construction some public improvements may be required, depending on what currently exists. If improvements are required, plans must be prepared by a California Registered Civil Engineer and submitted to the City Engineer for approval.

### **City Development Staff**

*If you have any questions, please contact us. City staff is committed to providing excellent customer service while ensuring your project meets community standards.*

*City Manager*

*Michelle Keith (626) 358-3218*

*City Planner*

*David Meyer (909) 476-6006*

*Building Official*

*Dan Van Dorpe (714) 363-4700*

*Building Inspector*

*Greg Gerlach (626) 358-3218*

*City Engineer*

*Dominic Milano (626) 331-8323*

*Deputy City Engineer*

*David Gilbertson (626) 331-8323*

*LA County Fire Department*

*(626) 969-7876*