



GLENDALÉ

## Homeowner's Guide to Building Permits





# HOMEOWNER'S GUIDE TO OBTAINING A BUILDING PERMIT

The City of Glendale understands the average homeowner wants not only to improve the look of their home they also want to improve the value. In order to achieve this, the homeowner must apply for a building permit which will allow the project to be reviewed to the current adopted City of Glendale, Arizona building codes. This project whether large or small will then be reviewed, approved, and then undergo the inspection process until the project has received a green tag of approval. Once the inspection process is finalized, the additional accessed value can be added to the total value of the home.

Obtaining a permit prior to the work being done can assure the homeowner the satisfaction that their project is just as important to the City of Glendale as it is to them. The City's Development Service Center is dedicated to helping homeowners successfully complete their home improvement projects in the most efficient and cost effective manner.

## “DO I NEED A PERMIT?”

“ALL” residents in the City of Glendale, Arizona who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, “OR” to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the 2006 International Building Code which the City of Glendale, Arizona adopted in September 1<sup>st</sup> of 2007 are required to obtain a building permit. The installation of which is regulated by the code, or to cause any such work to be done shall first make an application followed by construction plans “OR” a scope of work pending the work to be done which must be review and approved by the City of Glendale Building Safety Department.

If you are not sure whether you need a permit or not, please feel free to call the Development Services Center at 623-930-2800. Upon calling the receptionist will then put you in contact wit a development services representative who will then speak with you about your project and not only determine whether you need a permit, they will also work with you on how you can best go about obtaining one.

## “WORK EXEMPT FROM PERMITS”

According to the 2006 International Building Code the following items are exempt from having a permit.

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 120 square ft. This requirement is also subject to the city's current Zoning Ordinance which states the structure cannot exceed six (6) feet in height.
2. Fences of any type not over six (6) feet in height.
3. Oil derricks.
4. Retaining walls that are not over four (4) feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons and the ratio of height to diameter or width does not exceed 2:1
6. Sidewalks and driveways not more than 30 inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than twenty-four (24) inches deep, do not exceed 5,000 gallons and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one and two family dwellings.

12. Window awnings supported by an exterior wall that do not project more than 54 inches from the exterior wall and do not require additional support of Group R-3 and U occupancies.
13. Non fixed and movable fixtures, cases, racks, counters and partitions not over five (5) feet nine (9) inches in height.

#### ELECTRICAL

1. Permits are not required also for the following items: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

#### GAS

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

#### MECHANICAL

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment related by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing ten (10) pounds or less of refrigerant and actuated by motor of 1 horsepower or less.

#### PLUMBING

1. The stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in the pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

## WORK THAT IS STARTED WITHOUT A PERMIT

Starting work without a permit can usually result in the homeowner undergoing some serious hardships such as being cited by one of the city's Code Compliance Inspectors. If the work does not meet the current building codes that work will possibly have to be removed and plans at that point will have to be submitted for review.

It is the responsibility of the homeowner to contact the City of Glendale Development Services Center for information that may not be listed in this homeowners guide and may have some restriction due to zoning issues that may or may not require a variance or a project that may have been built in a Public Utility Easement (PUE).

## OBTAINING A BUILDING PERMIT

If the homeowner of the property has no intention of renting or selling their property, and is at the time of submitting plans for review to obtain a permit, they can pull the building permit. Available at the public counter and also on the city's website is an Owners Builder Declaration form that is required to be signed and dated specifying the homeowner complies with the state law requirement of occupying the home.

If the homeowners own the home but is not the primary occupants of the home then the homeowner is required to hire a license contractor that will assume responsibility for the work to be done.

Construction drawings will be required at the time of submittal. If you as the homeowner is only seeking information on how to obtain a permit for your project then you will be required to at least have some sketch drawing of what project you intend to build or obtain a permit for. Pending the type of project you are attempting to get an approval for will determine the type of drawing required.

In some cases the type of permit you are trying to obtain may or may not require plans. This type of permit may be limited to the information that is filled out on the building application that can be found at the Development Services Counter and is also available on the city's website.

For your home improvement project you may do the work yourself, or have a friend or family member do the work for you. You may also draw the plans yourself

provided all information is legible and designed to meet the requirements of the current adopted City of Glendale building codes.

## WHO IS RESPONSIBLE FOR DRAWING MY CONSTRUCTION PLANS

The Development Services Center will assist you with your project by reviewing it for information related to building, electrical, mechanical, plumbing and zoning setbacks. However this process “DOES NOT INCLUDE DESIGNING THE CONSTRUCTION PLANS.” You as the homeowner may hire an architect or chose a drafting service should you find the project to difficult to draw yourself.

## HOW LONG DOES IT TAKE TO GET MY PERMIT

Once your drawings are submitted they will be reviewed to meet compliance with the current building codes. “ALL” patio cover will be reviewed at the public counter. The development services center has on staff, qualified personnel that can assist you the same day provided your plans are drawn to meet the minimum code requirements.

All room additions less than five hundred (500) sq ft can also be done at the public counter. Anything over five hundred (500) will be routed into the system for review which will be subject to the current review processing time frame.

The current review processing time should your plans exceed the minimum five hundred (500) sq ft criteria is eight (8) business days. At the time your plans are taken in they will be assigned to one of the city’s plan reviewers. The plans based on the order they were taken in will then undergo the review to building code compliance. Upon the 8<sup>th</sup> working day someone from the Development Services Center with contact you stating that either your plans have been approved and a permit has been issued or they will contact you stating your plans has some redline comment that needs to be addressed in order to obtain an approval by the city.

## HOW MUCH DOES A PERMIT COST

Pending the type of project a Development Services Representative can assist you with determining the cost of your project. Some project fees are clearly stated in the city's approved fee schedule that can be found on the city's website as [www.glendaleaz.com](http://www.glendaleaz.com).

Permit and plan review are two separate fees you will be required to pay to obtain a permit. The plan review fee will be charged to you at the time of submittal. Your project will be assigned a project number where it can be tracked. You as the customer will be given that number to call and check on the status of your project.

The plan review fee paid at the time of submittal covers two reviews should your plans become redlined and sent back out to your for correction to meet the code requirement. Should your plans become redlined a 3<sup>rd</sup> time the city will then charge you by the hour at a rate based on the currently approved plan review fee.

## WHAT HAPPENS AFTER MY PROJECT HAS BEEN APPROVED

After your project has been approved for the minimum code requirement you will be contacted by the Development Services Center. You will be given the cost of your permit and a confirmation number that usually begins with the letter PC followed by a number starting from 1 thru 40. An example of your confirmation number would be PC-01. Once you have arrived back to the city to pick up your permits you will give your confirmation number to the Development Services Representative working the front counter to retrieve your approved plan.

Once your permit fees are paid you will be given a jobsite copy of your approved plan. You will also be given an Inspection Call in sheet which has a variety of code numbers that may or may not pertain to your project. Feel free to ask the Development Services Representative to explain to you in detail how to call in for inspection.

## CONSTRUCTION DRAWINGS

Note: All drawings in this booklet are conceptual examples only and do not cover all code requirements. These drawings are used to supply you with an idea of the type of construction document and information required to obtain a permit.

Depending on the extent of your project your construction drawings may require the following information. The homeowners guide will also supply you with examples of the following information to best help you with your project.

Site plan	Elevations
Cross Section	Framing Details
Floor Plan	Electrical Plan
Roof Framing Plan	Plumbing Isometric
Floor Plan	Gas piping Isometric
Foundation Plan	

The City of Glendale may also require additional information that may or may not pertain to your project. If your project exceeds the minimum code requirement for approval the additional requirements are as followed.

- Engineered Truss Design
- Engineered Calculations
- Electrical Service One-Line Diagram
- Electrical Panel Schedule
- Electrical Load Calculation
- Plumbing Fixture Count
- ICBO Report Numbers for products or equipment
- Septic System Permit provided from Maricopa County Health Department.

Providing a complete set of construction plans will help you in many ways. It will not only assure that the review has a clear idea of the project you intend to build but it will allow him to review the project in a timely manner provided you have supplied the necessary information on the plan.

Providing the correct code information on the plan will not only allow your project to be reviewed in a timely manner, it will also assure that during the inspection process your field inspector will be able to follow your plans as the project is being built.

If a problem occurs such as an alteration, or revision to the approved plan during construction your field inspector may instruct you to contact the Development Services Center where you will be in contact with a qualified staff member capable of approving any code compliant alterations. Usually the revision or alteration can be reviewed and approved at the public counter with eliminated the waiting process thus allowing your project to continue on in a timely manner.

## SITE PLAN

Provided below is an example of the type of site plan you will need to submit along with your construction documents for review. The site plan is critical to the review process as it allows the reviewer to see the existing structure or structures on the property along with the proposed new structure or structures.

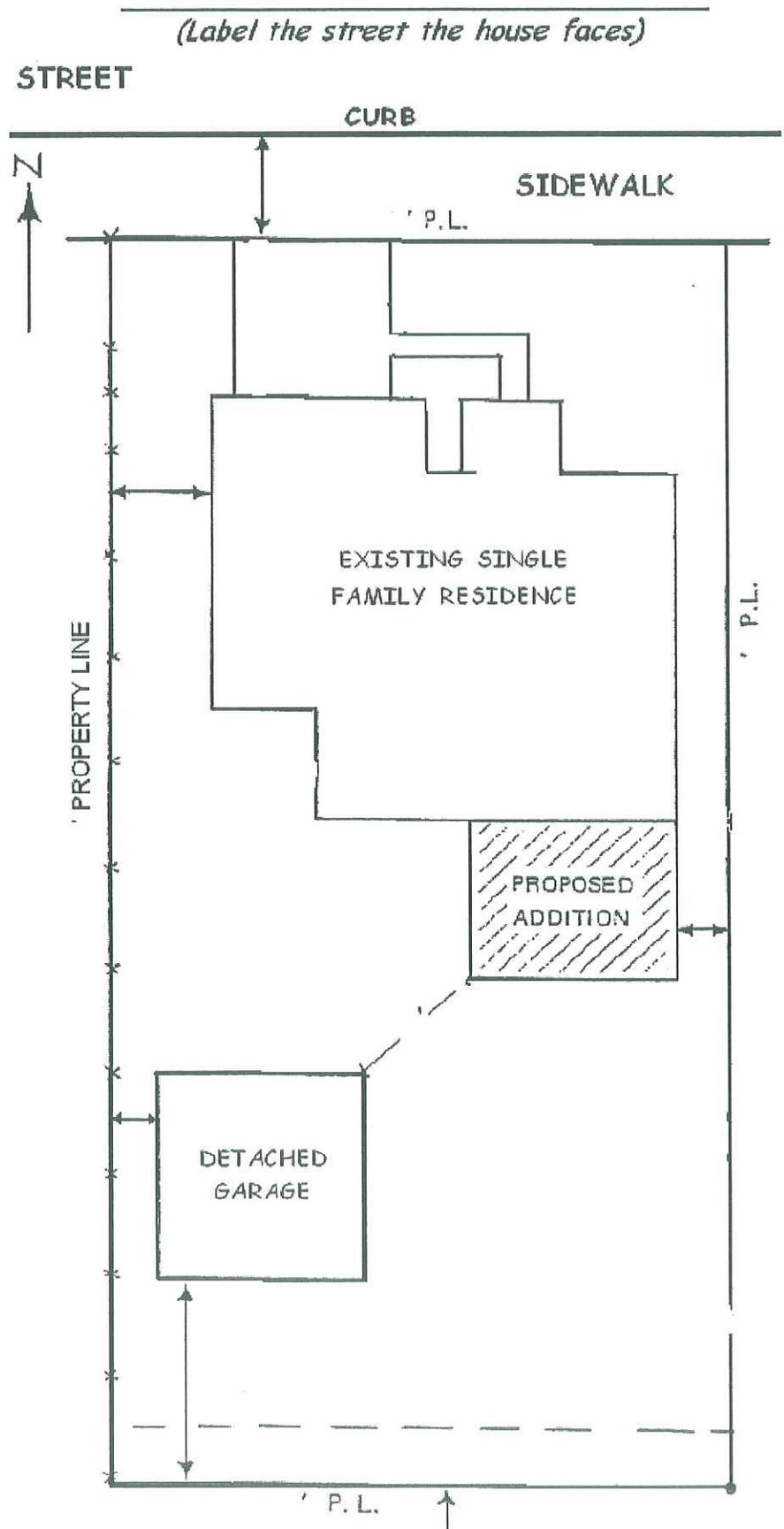
A site plan provides a bird's eye view of the whole property showing the property lines. It is required to show the front, rear and side setbacks. The site plan must also show all dimensions in order to calculate the lot dimension required in order to approve a project. Part of that information included is lot coverage and zoning. The zoning of your property will allow you a maximum amount of lot coverage to build on. In order to calculate the maximum lot coverage check with a Development Services Representative.

Note: This site plan is an example of the type of information that is required to obtain a permit. Lot sizes may differ and may have Public Utility Easements (PUE'S) that you are not aware of which may cause you to apply for a variance.

# TYPICAL SITE PLAN

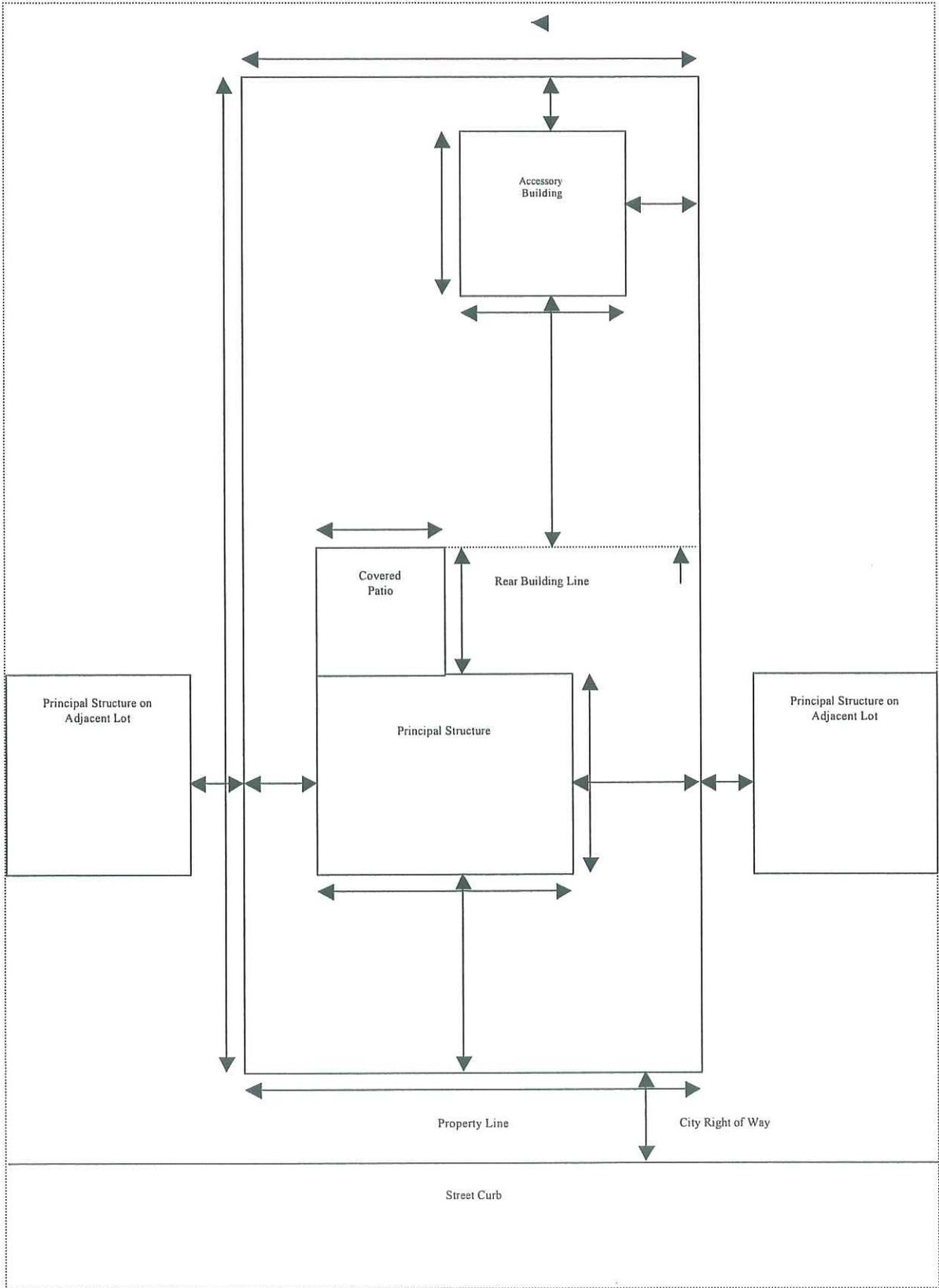
## CHECK LIST

1. Show dimensions of property.
2. Put address of home on the street the house faces.
3. Show names of bordering streets, if on a corner.
4. Show location and dimensions of existing and proposed buildings, structures and parking areas.
5. Identify the use of all existing and proposed structures including number of stories.
6. Show distance between buildings (minimum 6'), and distances from buildings and structures to property lines.



# TYPICAL SITE PLAN

Owner/contractor is responsible for determining the exact location of property lines.  
Site plan must include measurements/dimensions of all structures relevant to the application for any City issued permit.



## CROSS SECTION

A framing cross section is a cutaway view of the proposed construction that is used to show how these requirements are met. Depending on the design of your project, you may need to include more than one framing section for your project. You must clearly show deviations in your sections wherever they occur.

Included in this illustration are some typical cross section views for room additions and patio covers. The illustration does not show lengths and heights or the type of material to be used for a project as the City of Glendale will not be held liable to design the projects to be reviewed.

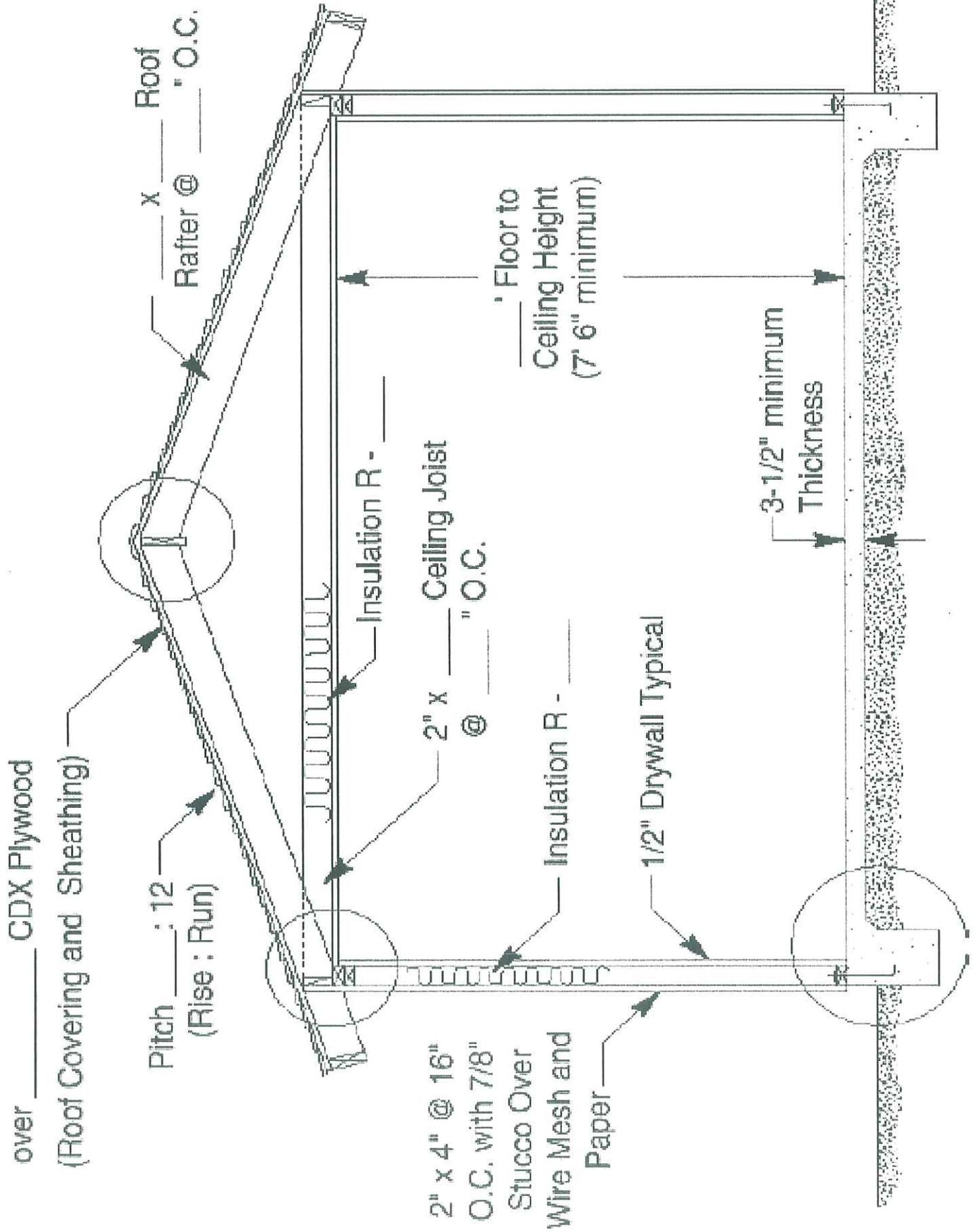
Each project reviewed by the Development Services Center will be different. The illustrations provided are only to be used as a guideline. The cross section guidelines are provided to show the customer what type of framing design will be required in order to have your project reviewed.

A typical cross section should show information such as the sizes of all framing members, interior and exterior finishes, as well as the roof and floor covering must be specified on the plan. The framing section and details shown are the most commonly used illustrations used for single story room addition and patio additions.

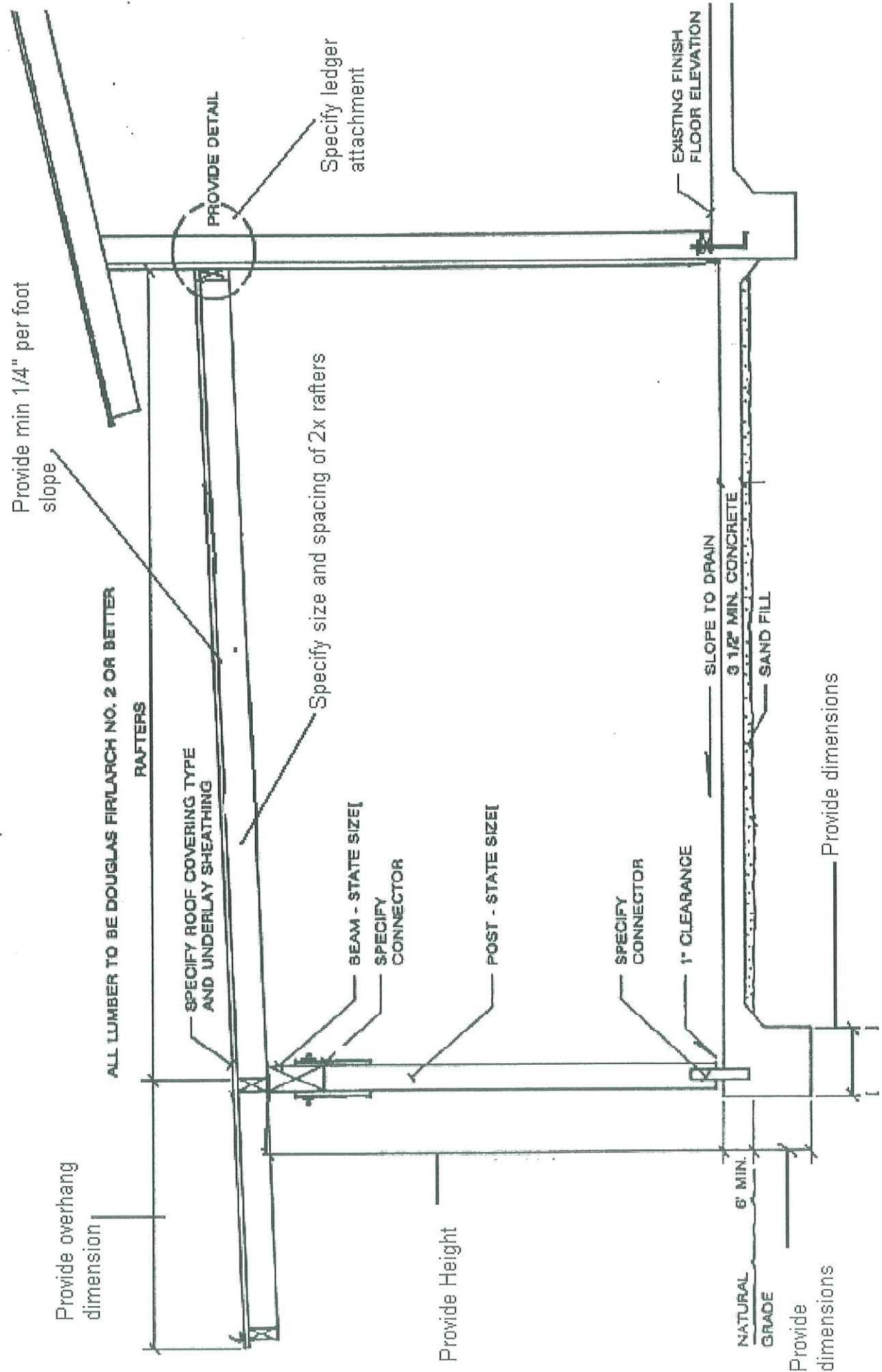
As a customer whom project is about to be reviewed, you may use the illustrations shown as a guideline that relates to your project and provide the necessary information in order for your project to be reviewed for compliance to the current adopted building codes.

These illustrations do not reflect all additions or designs and cannot be used in every case.

# Typical Cross Section



# Typical Patio Framing Detail









**RAFTER SPAN TABLE FOR COVERED PATIOS**  
 (Roof Live Load = 20 PSF ; Roof Dead Load = 15 PSF)  
 Deflection = L/240

RAFTER SPACING INCHES	SPECIES AND GRADE	2X4	2X6	2X8	2X10	2X12
		MAXIMUM RAFTER SPAN (FEET-INCHES)				
12	Douglas fir-larch #1	9-0	14-2	18-8	22-0	22-0
	Douglas fir-larch #2	8-10	13-10	18-4	22-0	22-0
	Douglas fir-larch #3	8-1	11-10	15-0	18-4	21-4
	Hem-fir #1	8-8	13-7	17-11	22-0	22-0
	Hem-fir #2	8-3	13-0	17-1	21-10	22-0
	Hem-fir #3	7-11	11-7	14-8	17-11	20-9
	Spruce-pine-fir #1	8-0	12-7	16-8	21-3	22-0
	Spruce-pine-fir #2	7-9	12-3	16-2	20-5	22-0
	Spruce-pine-fir #3	7-5	11-0	13-11	17-0	19-9
16	Douglas fir-larch #1	8-2	12-10	17-0	21-8	22-0
	Douglas fir-larch #2	8-0	12-7	16-8	20-10	22-0
	Douglas fir-larch #3	7-0	10-3	13-0	15-11	18-6
	Hem-fir #1	7-10	12-4	16-3	20-9	22-0
	Hem-fir #2	7-6	11-9	15-6	19-10	22-0
	Hem-fir #3	6-10	10-0	12-9	15-6	18-1
	Spruce-pine-fir #1	7-2	11-6	15-1	19-4	22-0
	Spruce-pine-fir #2	7-1	11-2	14-8	18-9	22-0
	Spruce-pine-fir #3	6-6	9-6	12-1	14-9	17-1
24	Douglas fir-larch #1	7-2	11-3	14-8	17-11	20-9
	Douglas fir-larch #2	7-0	11-0	13-11	17-0	19-9
	Douglas fir-larch #3	5-9	8-4	10-5	13-0	15-0
	Hem-fir #1	6-10	10-9	14-3	17-8	20-6
	Hem-fir #2	6-6	10-2	13-6	16-6	19-2
	Hem-fir #3	5-7	8-2	10-4	12-8	14-8
	Spruce-pine-fir #1	6-4	10-0	13-2	16-9	19-5
	Spruce-pine-fir #2	6-2	9-9	12-10	15-9	18-4
	Spruce-pine-fir #3	5-4	7-9	9-10	12-0	13-11

## FLOOR PLAN

A floor plan is an outlined area of your project you intend to have reviewed and approved for code compliance. Based on the floor plans it is also the area you intend to have constructed onto your home.

The City of Glendale Development Services Center residential plan review checklist requires the customer not only to supply a floor plan; they are also required to supply an electrical, mechanical and plumbing plan.

For projects such as small room additions, the floor plan can show not only the square footage of the project you intend to build, it can also show the electrical and mechanical requirement should this information pertain to your project.

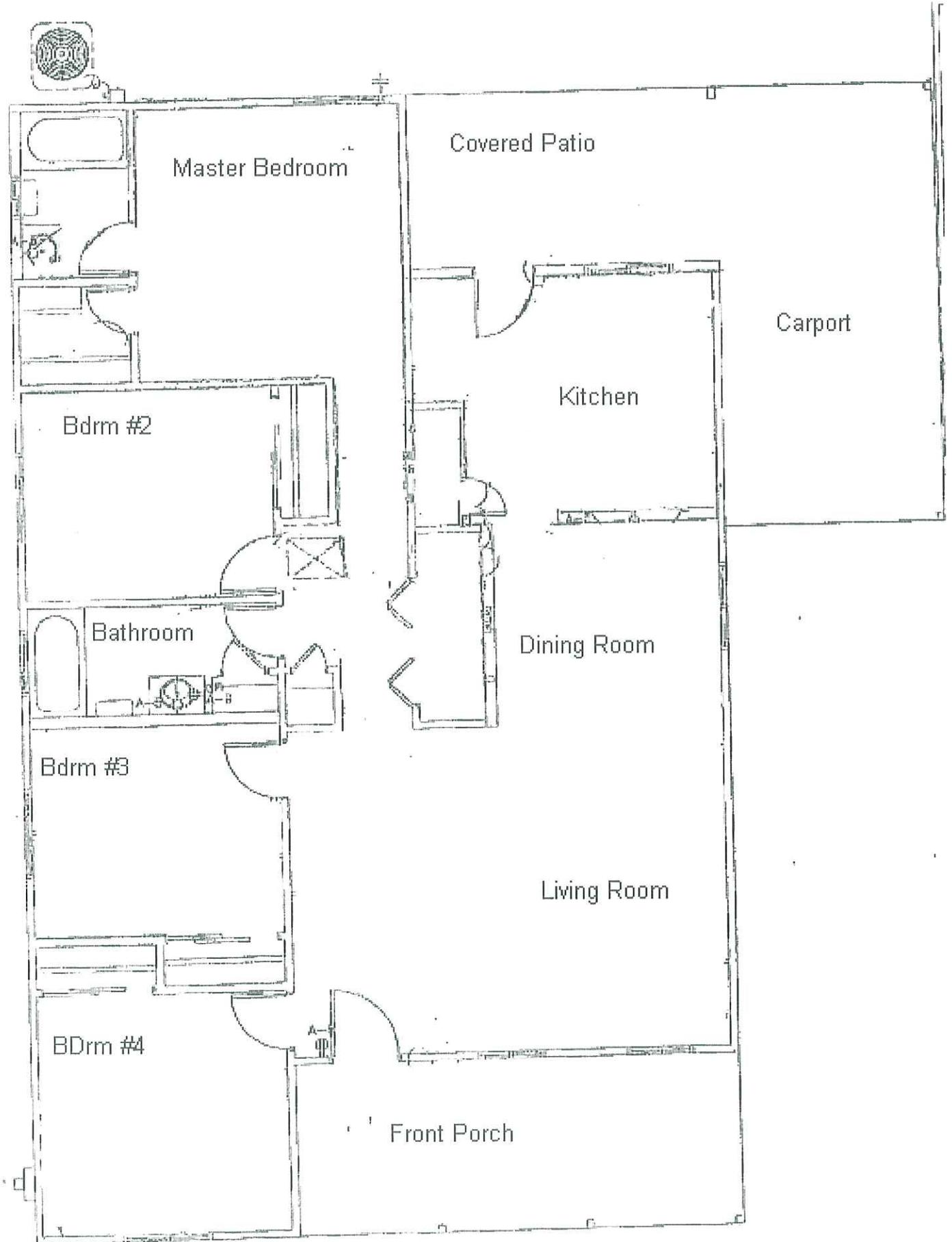
It is important that you as a customer having plans submitted to the Development Services Center for review declare what the use of the room to be. Pending the type of project you are building the Building Code requirements vary for each use.

If you are building a bedroom addition, the building code would require that your floor plan be provided with a window properly sized for emergency rescue and escape. The code will also require a smoke detector located inside the sleeping area and immediately outside the sleeping area in hallways in the vicinity of the bedrooms.

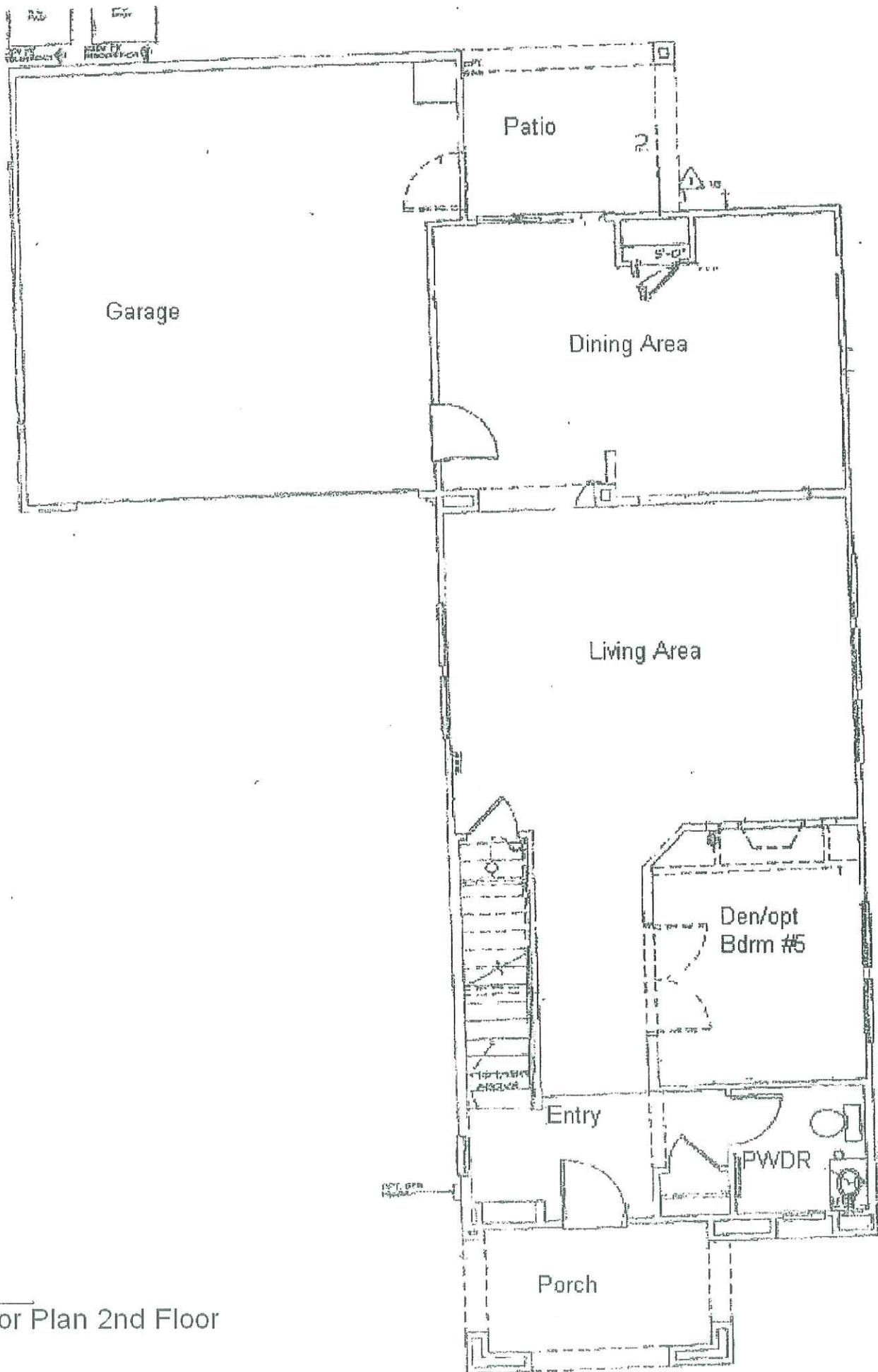
When more than one smoke alarm is required to be installed within an individual dwelling unit the alarm devices shall be interconnected in such a manner that the actuation of one alarm will activate all the of the alarms in the home.

The building code will also require your bedroom addition to meet other code related requirements such as.

Light and Ventilation requirements  
Heating.....requirements



Floor Plan



Floor Plan 2nd Floor

The Building Code requires "All" habitable rooms shall have an aggregated glazing area of not less than eight (8) percent of the floor area of such rooms. Natural ventilation shall be through windows, doors, louvers or the other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoor shall be four (4) percent of the floor area being ventilated.

The Building Code also required every dwelling room to be provided with heating facilities capable of maintaining a minimum room temperature of sixty-eight (68) degrees Fahrenheit as a point three (3) feet above the floor and two (2) feet from the exterior walls in all habitable rooms at the design temperature.

The installation of one or more portable space heaters shall not be used to achieve compliance to this building code requirement.

## ELECTRICAL PLAN

An electrical plan can be the same as the floor plan. The only difference is the electrical plan, pending what type of room is being reviewed will have to meet certain requirements in order to be approved.

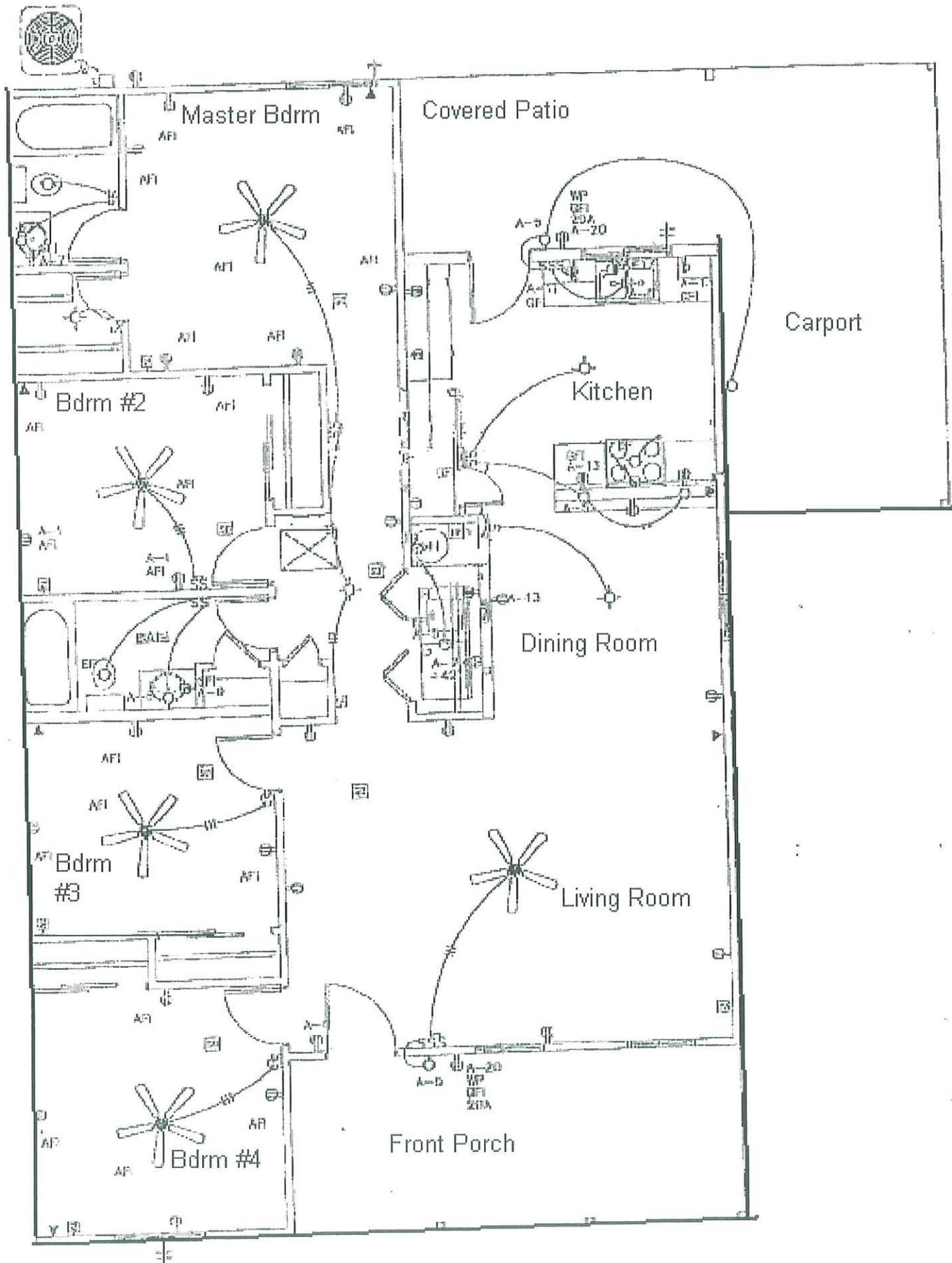
In every kitchen, family room, dining room, living room, parlor, library, den, sunroom, bedroom, recreation room, or similar room or area of dwelling units, receptacle outlets shall be installed. Receptacles shall be installed so that no point measured horizontally along the floor line in any wall space is more than six (6) feet. You should also know the Electrical Code requires a receptacle at any space/wall that is two (2) feet or more in width (including space measured around corners) and that is unbroken along the floor line by doorways, fireplaces and similar openings.

The electrical code requirements listed above are just a few of the type of electrical information that needs to be provided on you electrical plan. Pending your type of project the code may have other requirements that may need to be supplied in order to obtain a permit when submitting construction drawing for review.

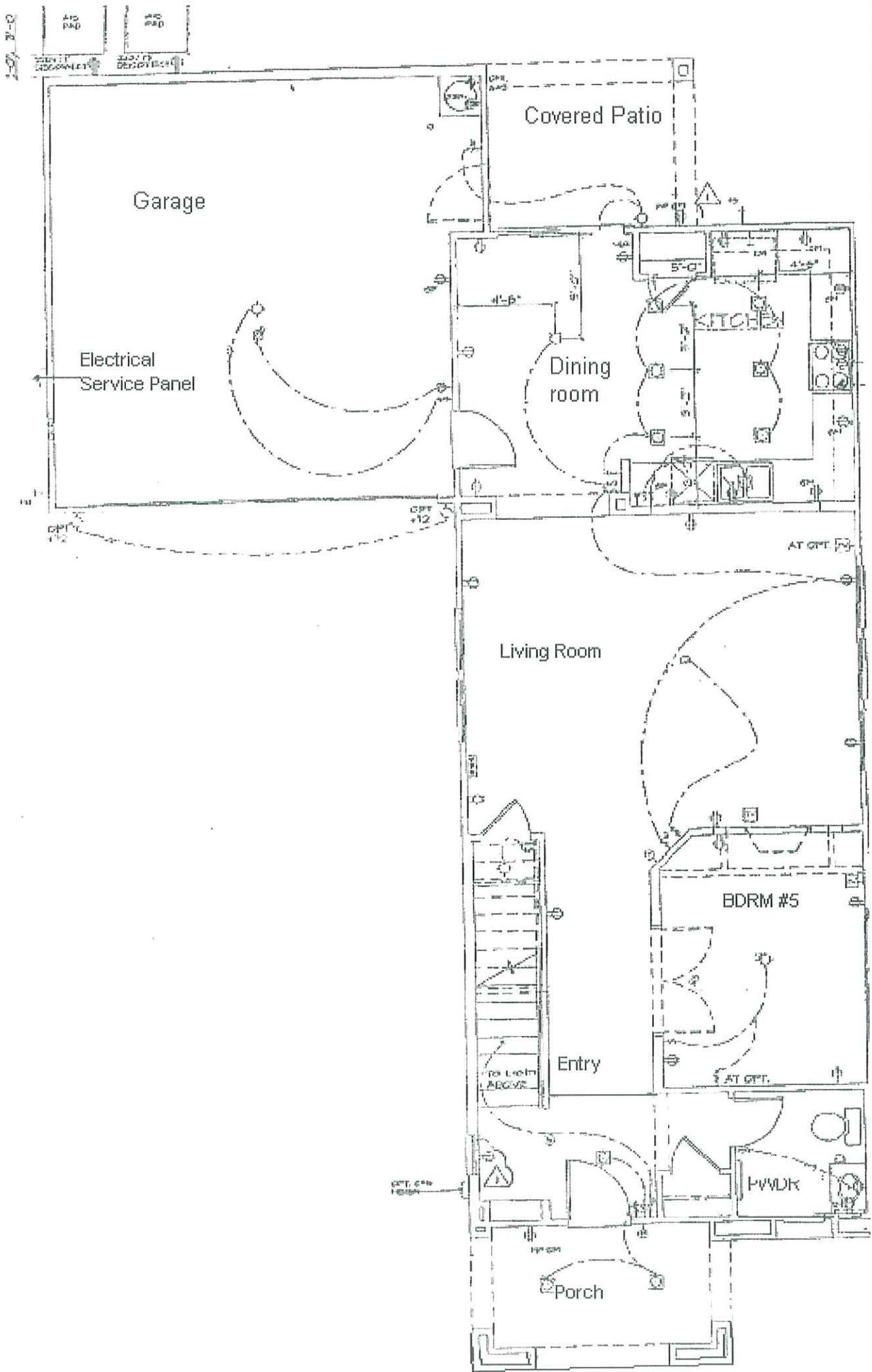
The electrical code requires that all outlet circuits within six feet of a sink in bathrooms, kitchens, basements, or outdoors to be a GFCI (Ground Fault Circuit Interrupter). The garage portion of the home is also required to have as least one (1) GFCI circuit.

If your home has a carport that you are converting into an enclosed garage, the electrical code will require that your new garage comply with the current electrical codes.

Pending the size of your project you may also be asked to provide the following information which is critical to determining if you project can be approved.



Electrical Plan



Other than the normal electrical plan you may be asked to provide the following.

Electrical Service & Load Calculation  
Electrical Panel Schedule & Circuits

The following illustrations are provided to give you an idea of the type of information that you will need to submit to the Development Services Center for approval prior to construction. The calculated numbers provided will be different from the numbers you will need to provide for your project.

## PLUMBING REQUIREMENTS

Additions, alterations, renovations or repairs to any plumbing system shall conform to the requirements for a new plumbing system without requiring the existing plumbing system to comply with the City of Glendale Current plumbing code. Any alterations or repairs shall not cause an existing system to become unsafe, in sanitary or overloaded.

Minor additions, alterations, renovations and repairs to existing plumbing systems shall be permitted in the same manner and arrangement as in the existing system, provided that such repairs or replacement are not hazardous and are approved.

When plumbing is a part of your construction documents such adding another bathroom to the new room addition or upgrading your current restroom status. The City of Glendale at the time of submittal requires a waste isometric diagram or a plumbing floor plan.

A gas isometric is also needed if gas piping is to be installed and a complete water meter worksheet if the fixture unit load is to be significantly increased

Provided is an illustration of a few plumbing isometrics which will give you as a designer an idea of the type of information your construction documents will require at the time of submittal.

The following isometrics are not accurate but will help you with the information required for a plumbing code approval you construction document.

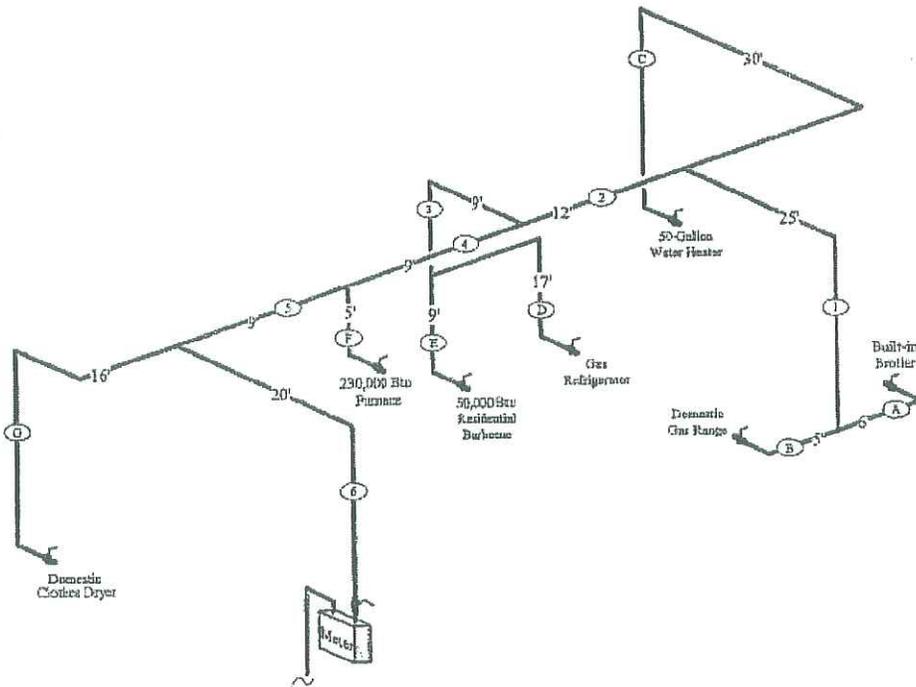
The Development Services Center can help you with the minimum sizes required by the current adopted building code. Your plumbing isometric is required to show all new piping and how it will tie into the existing system.

Provided below is a few examples of those types of plumbing isometrics. The following examples will show you as a designer the correct method to size you pipes based on its load capacity.

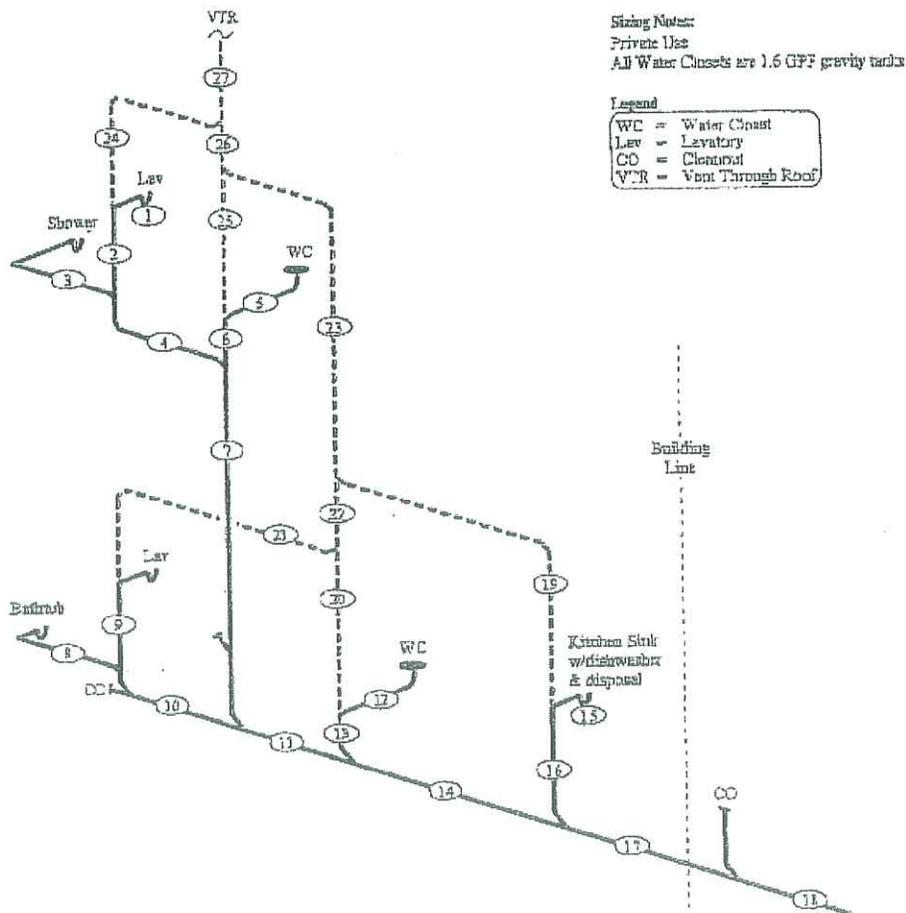
## WHAT IS A GAS TEST

A Gas Pressure Test is an air pressure test of the gas supply system. It is designed to determine if the gas piping system has any undetectable leaks. During the inspection

### Gas Piping – Residence



### Private Use



process you will be required to place a test gauge onto the gas line and pump the line with air. The field inspector will observe that the test gauge is holding the required pressure for the minimum required time and then okay the gas line to be connected to the gas meter.

## HOW DO I APPLY FOR A SWIMMING POOL PERMIT

Obtaining a pool permit through the Development Services Center can be as easy as obtaining any of the other various permit offered. Although the procedure is somewhat the same, the processing turn around time has been shortened to assure you that once you submit your complete packet you should have your pool permit within three (3) to five (5) business days.

A complete submittal packet outlining the process to obtain a permit can be downloaded off the City of Glendale website at [www.glendaleaz.com](http://www.glendaleaz.com).

Fees for the swimming pool will be based on the current fee schedule. Along with the base fees you pool will be assessed a value based on the square footage of the pool along with the provided construction value provided by yourself or your contractor.

In order to obtain a swimming pool permit you must provide the following information:

Site Plan

Cross Section

Engineering Letter

Copy of Approved Standards

Pool Barrier Affidavit

Owner Builder Declaration (To be provided should you build the pool yourself).

At the time of submittal the Development Services Center will require two sets of plans to be reviewed for the minimum code requirement.

A Site Plan will show the location of the pool along with its setbacks to the property line and other structures.

A Cross Section will show the depths of the pool and the setback from the home and the rear property line.

Copy of Approved Standards needs to be provided by the applicant. The Engineering standards are usually on file with the city already. It is a plan that has been reviewed by the City of Glendale Structural Engineer and needs to be re-stamped and provided on the jobsite for the field inspector.

Pool Barrier Affidavit is a form provided by the Development Services Center which needs to not only be signed by the homeowners; it also needs to be notarized. This form is important as it describes the type of secondary protection that is usually required when a homeowner has a child under the age of six living in the home at the time of constructing a swimming pool.

If you are installing a pool heater then you will need to provide a gas line isometric to the Development Services Center for review. This process can be done over the counter.

## MANUFACTURED HOMES

The City of Glendale reviews “only” the zoning requirement for manufactured homes. The Development Services Center will assist customers at the front counter who need a zoning approval for placement of a manufactured home. Provided at the public counter is a site plan sheet that has blank information slots so that you may enter the setback information that applies to your zoned area.

The City of Glendale will charge a site plan review fee that will be based on the current approved fee schedule that can be located on the city of Glendale website at [www.glendaleaz.com](http://www.glendaleaz.com).

Provided below is a list of items the City is responsible for.

Pedestal/Electrical Service change outs.

Gas line repairs, subsequent approval of tests.

Remodel/Repairs (pending the type of remodel and repair)

Setbacks/Zoning (no inspections are done with a site plan review therefore it is the responsibility of the owner to comply fully with the approved plot plan)

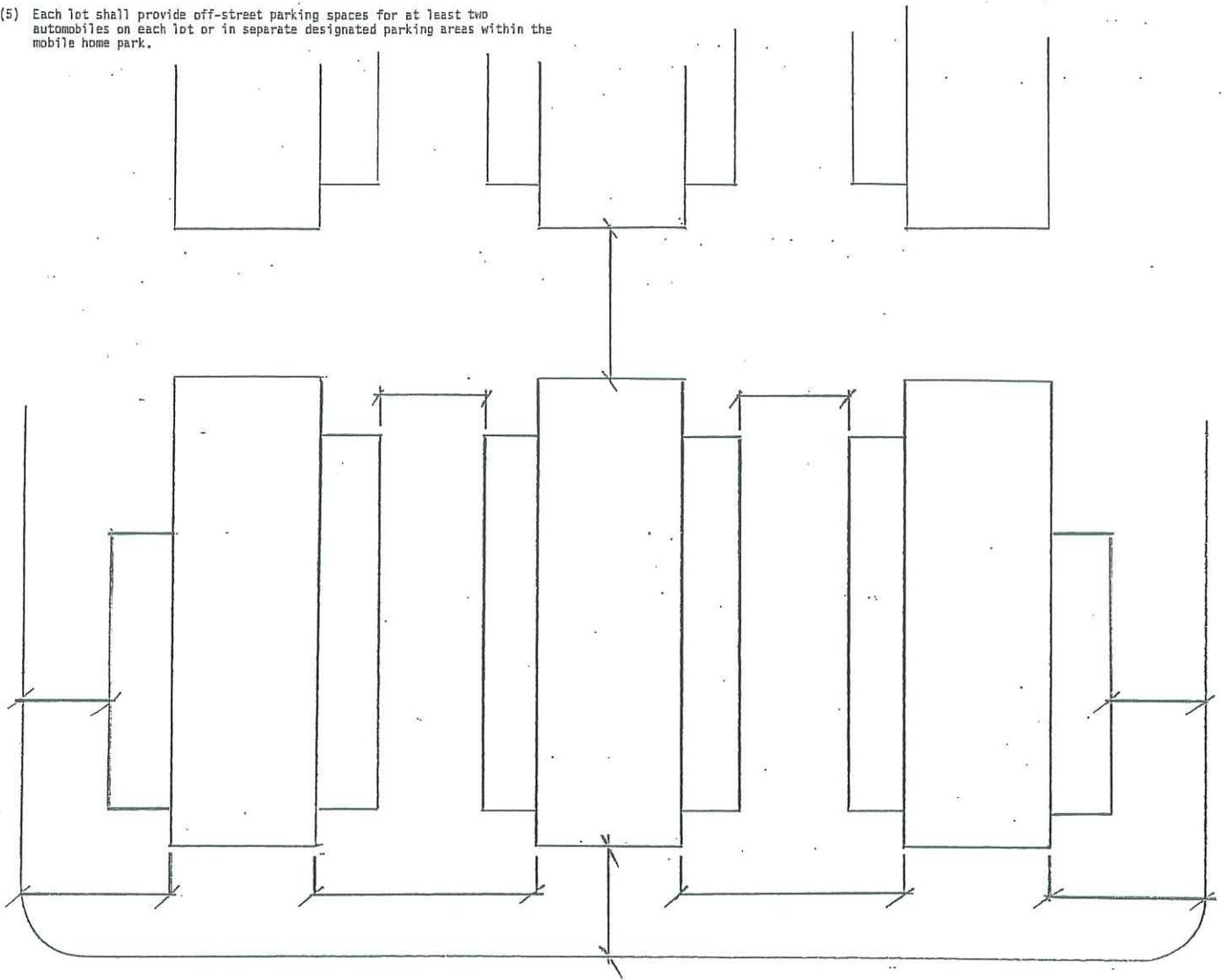
Water heater permits

Awnings and skirting not part of the original contract or initial setup

Heating/Cooling systems replacement or repair

Note: The above items are required to be inspected by the City of Glendale Building Safety Department.

- (1) Minimum lot size for a mobile home is three thousand square feet; a travel trailer is one thousand square feet.
- (2) There shall be a distance of not less than twenty feet between mobile homes or travel trailers; not less than five feet between canopies.
- (3) There shall be a seven foot setback from all interior drives, roadways, and exterior perimeters to the nearest edge of any mobile home or travel trailer.
- (4) No mobile home, travel trailer, or accessory building shall be placed or built within fourteen feet of any other mobile home, travel trailer, or accessory building.
- (5) Each lot shall provide off-street parking spaces for at least two automobiles on each lot or in separate designated parking areas within the mobile home park.



Project Description	
Project Address	
Property Owner	Tel (    )      FAX (    )
Contractor	Tel (    )      FAX (    )
Address	Date
City, ST	Revised
Subdivision	Page _____ Of _____
Lot #	

## WHAT IS NEXT AFTER MY PROJECT HAS BEEN APPROVED.

Once the Building Safety Department has review and approved your project to the minimum code requirements you will then be contacted by a Development Services Representative. The DSC reps will then let you know your permit has been approved. They will then inform you of the permit fees and assign you a confirmation number you need when picking up your permits.

When you arrive at the Development Services Center you will need to sign in at the public counter. Your name will then be called and a DSC rep will assist you.

After your permit fees are paid you will then be given a copy of the approved set of plans for your project. The Development Services Center will maintain a copy of your project for a period equal to the city's retention schedule for discarding documents. A DSC rep will then give you an inspection call in sheet and informed of the type of inspection you are required to pass before moving onto the next inspection.

If your are interested in the type of inspection your project may or may not be subject to contact a Development Services Representative at 623-930-2800. The DSC reps will not only provide you with the type of inspection required but will assist you in how the process is conducted up until you receive your final inspection.

## HOW LONG IS MY PERMIT GOOD FOR

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within 180 days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of 180 days after the time the work in commenced.

The building official is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each.

The building permit automatically regenerates itself for an additional six (6) period provided your project received a passed inspection within the six month period. The total amount of time for the project to be completed is two (2) years.

# INSPECTIONS

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain accessible and exposed for inspection purposes until approved.

As you construct different portions of your project you as the homeowner are responsible for calling the work you have already finished in to be inspected through the city's IVR System (Interactive Voice Recognition System).

The City of Glendale Procedure for Calling in Inspection Requests is available on the city's website at [www.glendaleaz.com](http://www.glendaleaz.com). This form is also available at the development services center public counter.

During the inspection process you may receive a green or a red tag.

A green tag means you have passed that portion of your project and is now able to move onto the next stage.

A red tag means you failed that portion of your project but it also allows you the opportunity to correct a problem before the structure becomes permanent. The field inspector will usually tell you what is missing and in most cases they will offer you some suggestion on how to correct the problem.

