



COMMERCIAL GROUND UP SUBMITTAL REQUIREMENTS

8/11/25

This list contains most requirements but is not all-inclusive. It is still the responsibility of the applicant to ensure compliance with all codes and amendments.

CONSTRUCTON DRAWINGS & DOCUMENTS REQUIRED:

- Permit Application & Fire Department Construction Permits Checklist
- Design Review (DR) Planning Department Approval Letter
- Site Plan
- Civil Improvement Plans
- Architectural Plans
- Structural Plans
- Structural Calculations (if applicable)
- Electrical Plans
- Plumbing Plans
- Mechanical Plans
- Fire Sprinkler or Fire Protection Plans
- Fire Hydraulic Calculations
- Project or Specifications Manual
- Soils Report
- Drainage Report

A complete plan submittal must consist of a site plan, building plan, engineered fire sprinkler plan, landscape and irrigation plan, on-site and off-site lighting plan, and engineered civil plans (grading and drainage, water and sewer, concrete, paving, street striping and traffic signing, and street light plan). Provide an exterior finish schedule on the exterior building elevation page(s). All electronic plan sheet sizes shall be minimum 24" x 36" or maximum 30" x 42" and shall be digitally drawn to scale. Reports, calculations, etc. shall be minimum 8-1/2" x 11" sheet size. Plans must also include a table of index containing all sheets listed within plans, shall be sealed, and signed by a licensed professional, and must contain all applicable City adopted building codes and amendments.

Show temporary fire lane access. Fire lanes shall be a minimum 20' width with proper fire department turning radius (City of Glendale Standard Detail G-954 32.5' inside, 52.5' outside). The maximum dead-end fire lane shall be 150'. The fire lane shall be a minimum of 6" of ABC compacted 90%. Fire hydrants shall be provided prior to vertical construction or storing combustibles on site.



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GENERAL REQUIREMENTS:

All electronic plan sheet sizes shall be minimum 24" x 36" or maximum 30" x 42" and shall be digitally drawn to scale. Reports, calculations, etc. shall be minimum 8-1/2" x 11" electronic sheet size. Plans must also include a table of index containing all sheets listed within plans, shall be sealed, and signed by a licensed professional, and must contain all applicable City adopted building codes and amendments.

All documents must be submitted in PDF format and must follow the PDF guidelines. Provide all construction drawings on (1) PDF file. For example, include all Architectural, Structural, Plumbing, Mechanical, Plumbing, Fire and Civil sheets on one (1) PDF file. Provide separate PDF files for the remaining construction documents: permit application, planning approval letter, calculations and/or specifications, i.e., Structural Calculations, Fire Hydraulic Calculations, Project or Specification Manual, Soil Reports, and/or Drainage Reports.

SUBMITTAL PROCESS:

Submit a complete set of construction drawings and associated documents in PDF format to the Development Services Department at permits@glendaleaz.com for completeness check and processing.

All plan review fees will be paid at the time of submittal acceptance of plans. You may contact the Development Services Department for fee information and/or additional information regarding your submittal at permits@glendaleaz.com or (623) 930-2800.

USEFUL NUMBERS & EMAILS:

Pam Sprenger, Architectural Plans Examiner - psprenger@glendaleaz.com - (623) 930-3118

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