



Single Family Residential (SFR) Standard Lot Electric Plan Review Submittal Requirements

Updated 12/8/2025

All standard single family residential (SFRs) house submittals are required to be submitted through the City of Glendale online portal for plan review. Please follow the instructions below to begin the submittal process.

A PDF file of your house submittal must be uploaded to the City website online portal for Houses. You will access the portal on the City website at www.glendaleaz.gov. On the homepage, click on **Work**, then go to **Building Safety, Codes & Services** and click on **Submit Electronic Plans**. You will be directed to the City of Glendale's Building Safety Electronic Plan Review page. On this page you will click on **House Electronic Plan Review**. When uploading your submittal, use the following file name as an example for your PDF file:

Example for file name: (Homebuilder Lot Number_Address)

Ex. GLENDALE HOMES LOT 5_8888 W ASHTREE LN

To access the upload, please utilize the six-digit access number of '005850' as the password to upload your submittal.

Upload (1) PDF file with all house documents including paperwork such as the permit application, site plan, water meter worksheet, and special inspection certificates.

Only (1) PDF file per house is permitted. NO MULTIPLE PDFs.

The Single Family Permit Application and Single Family Residential Standard Checklist are both available on the **Submit Electronic Plans** homepage. The electronic permit application must be used. **No hand-written permit applications.**

Once the file is uploaded into the **House Electronic Plan Review** online portal, our staff will verify completeness of the submittal. Once submittal has been accepted, the review process will begin. If any information is missing, you will be notified prior to start of the review. Payments will be paid over the phone with a credit card once the review has been approved. The permit and jobsite plans will be sent to you via email once payment has been received.

Please be advised that all review times for SFR house submittals are **10 working days per review** until approval. This includes redline resubmittals and revisions.