



Residential Swimming Pools & Spa Electronic Plan Review Submittals

All Pool/Spa submittals are accepted online plan review. Follow the instructions below to begin the process.

A PDF file of your pool submittal must be uploaded to the City website online portal for Pools. You will access the City website at www.glendaleaz.com. On the homepage, click on **WORK**, then go to **Building Codes & Services** and click on **Submit Electronic Plans**. You will be directed to the City of Glendale's Building Safety Electronic Plan Review page.

Example for file name: (Owners Last Name POOL_Address)

Ex. SMITH RESIDENCE POOL_ 5850 W GLENDALE AVE

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

You are required to upload (1) PDF file for all pool documents including paperwork such as the permit application, pool barrier affidavit, engineering letter and engineering plans. **NO MULTIPLE PDFs**. The fillable permit application is also available on the **Submit Electronic Plans** homepage. The fillable permit application must be used. **No written permit applications.**

Once the file is uploaded into the Pool 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.

*Review time for all **pools submittals are 10 working days per review** until approved.