



Development Services Department Residential Remodels, Additions, Alterations & Accessory Buildings Submittal Requirements

Updated 1/9/2026

Please be advised that this list contains most requirements but is not all-inclusive. It is still the responsibility of the applicant to ensure compliance with all applicable codes and amendments.

ZONING CLEARANCE LETTER AND PLAN APPROVAL

- Required for all lots prior to acceptance of construction submittal.

CONSTRUCTION PLANS

- A complete set of electronic construction plans and documents in PDF format is required. Plans and specifications shall be:
 - Plans must include a site plan, floor plan, foundation plan, roof/floor plan, framing plan, building section plan and elevation plan. If applicable, include also Electrical Plans, Mechanical Plans and Plumbing plans. Structural engineering may be required to verify stability of gravity and lateral loads.
 - Minimum 8-1/2"x11" or maximum 24"x36" electronic sheet size, drawn to scale. Provide sufficient detail to conform to the provisions of our current codes and all relevant laws, ordinances, rules, and regulations. Plans should provide enough clarity to indicate the location, nature and extent of the work proposed.

BUILDING CODES

- Must conform to all applicable 2024 IRC, 2024 IMC, 2024 IPC, 2023 NEC, 2024 IECC, 2024 IFC, 2024 IFGC, and City of Glendale Amendments.

SITE PLAN

1. Provide the following information:
 - Vicinity Map
 - Area and location of all buildings
 - Property lot coverage calculations all buildings
 - Lot dimensions & easements
 - Setback distances
2. Size and location of new and existing (if applicable):
 - Water meter with supply lines and gas meter with gas lines
 - Septic tanks and leach fields or sewer line, tap and clean-outs
 - Electric service entrance and panel (overhead or underground)
 - Swimming pool and/or spa
 - Parking - covered and/or uncovered, Driveways and surface material
 - Fences and gates



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FLOOR PLAN

- Label the use of all rooms of the proposed addition and adjacent rooms impacted by the addition; show floor area and ceiling height. Show location of all doors, door sizes and swing, and door landings. Provide all window sizes and types; designate the operable portion of windows and the location of tempered glass. Show compliance with light and ventilation requirements for new construction and for existing rooms affected by any addition or alteration. Cross-reference all building sections and details.

FOUNDATION PLAN

- Specify size, depth, reinforcing and minimum concrete strength. Cross reference all details to appropriate sections and pages.

ROOF/FLOOR PLAN

- Truss identification numbers need to be referenced on the corresponding

TRUSS CALCULATIONS

- All trusses need to be manufactured by an approved truss manufacturer.
- All truss diagrams need to be sealed by a structural engineer registered by the State of Arizona. **Exception:** Truss diagrams for common roof trusses that span thirty feet or less need not be submitted for review but will be required on the job site.
- Composite floor joists (such as TJI's) require a framing plan that shows all sizes of joists (engineering is not required). The framing plan needs to show all hangers and appropriate manufacturers' details.

FRAMING PLAN

- Framing plan to indicate the relative location of each truss. Note the location and size of all headers, beams and/or lintel with cross-references to the corresponding connection details.
- Show the existing floor/roof plan with slopes. Show header or lintel sizes where weight is added. With conventional framing indicate the size, species, and grade of all framing members. Show details of over framing, gable end bracing and wall bracing.

BUILDING SECTION PLAN

- A building and/or wall section plan should be used to clarify wall, foundation and roof structure design and connections.

ELEVATION PLAN

- Provide an elevation that applies to new addition with colors, textures, and materials. Indicate that they match the existing house. Provide attic ventilation calculations.

ELECTRIC PLAN

- Provide electrical floor plan with electrical panel schedule, and electrical load calculation worksheet.



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MECHANICAL PLAN

- Habitable rooms are required to be heated by the building code. Show location of air diffusers, exhaust fans, and mechanical equipment.

PLUMBING PLAN

- Provide a waste isometric diagram or a plumbing floor plan. A gas isometric is also needed if gas piping is to be installed. Complete a water meter worksheet if the fixture unit load is to be significantly increased.

OWNER/BUILDER AFFIDAVIT

- Must be completed by owner and signed and returned to the City (if applicable)

PLAN REVIEW FEE

- Paid with the acceptance of the building permit application and construction drawings. An estimate of these fees should be requested on the initial contact.

PERMIT FEE

- Paid at time of permit issuance. An estimate of the building permit fee may be requested when the permit application is submitted.

Submit complete construction plans 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.