



**CITY OF GLENDALE**  
**ENGINEERING DEPARTMENT**  
 5850 W. Glendale Avenue, Suite #315  
 Glendale, AZ 85301  
 623-930-3630

EMAIL FORM ONLY TO:  
[jflatt@glendaleaz.com](mailto:jflatt@glendaleaz.com)  
[nyslava@glendaleaz.com](mailto:nyslava@glendaleaz.com)

### CITY OF GLENDALE PERMIT NOTIFICATION FORM

|               |                  |                                   |  |                                     |
|---------------|------------------|-----------------------------------|--|-------------------------------------|
| To:           | <b>Jon Flatt</b> | From:                             |  | (COX / CTL / SWG / APS / SRP / TCA) |
|               |                  | Contact Name:                     |  |                                     |
| Date:         |                  | Phone #                           |  |                                     |
| No. of Pages: |                  | Fax #                             |  |                                     |
|               |                  | Email:                            |  |                                     |
|               |                  | <b>** Emergency (After Hours)</b> |  |                                     |
|               |                  | Contact Name:                     |  |                                     |
|               |                  | Phone #                           |  |                                     |

|                                            |                        |              |  |
|--------------------------------------------|------------------------|--------------|--|
| Subcontractor Company Name:                |                        |              |  |
| Office Phone #:                            |                        |              |  |
| Project Name (from permit):                |                        |              |  |
| On Site Foreman Name:                      |                        |              |  |
| Contact Phone #:                           |                        |              |  |
| Supervisor Contact 24 hr:                  |                        |              |  |
| SupervisorContact 24 hr phone:             |                        |              |  |
| Email:                                     |                        |              |  |
| FAX #                                      |                        |              |  |
| COG Permit #:                              |                        |              |  |
| Project Address:                           |                        |              |  |
| Blanket PO #                               |                        |              |  |
| Additional Subcontractor Crew (Name/Ph #): |                        |              |  |
| City Contact & Phone #:                    | Jon Flatt 623-980-5130 |              |  |
| Type of Work: (Splice pit/Open cut/etc.)   |                        |              |  |
| Alley, Sidewalk or Pavement Cut (Where)    | Yes / No               | (circle one) |  |
| Excavation Required:                       | Yes / No               | (circle one) |  |
| Date of Scheduled Start:                   |                        |              |  |
| Date of Scheduled Completion:              |                        |              |  |
| Alley Closure:                             | Yes / No               | (circle one) |  |
| Lane / Sidewalk Closure:                   | Yes / No               | (circle one) |  |
| Traffic Control Plan submitted:            | Yes / No               | (circle one) |  |
| Pre-Con required (Request Inspector name)  | Yes / No               | (circle one) |  |
| Description / Location of Work:            |                        |              |  |
|                                            |                        |              |  |
|                                            |                        |              |  |
|                                            |                        |              |  |
| Barricade Company Name & Contact:          |                        |              |  |
|                                            |                        |              |  |