



## CITY OF GLENDALE Guidelines for Building Permits

### Now that I have my building permit, how do I proceed?

The following information will assist you in successfully completing your project. Reference to several ordinances is provided for items that may impact your project. Please read the following information carefully prior to calling for inspections.

- Place the job site copy of your permit in prominent place that is readily visible from the street.
- Keep the City of Glendale approved plans on your job at all times. They must be available to the inspector at each visit to your site.
- All permits shall expire if the work authorized by the permit is not commenced within 180 days of the date of issuance. Your permit will continue to be active as long as you have at least one **approved** inspection within the 180 day period. If work on the project is stopped or abandoned for a period of 180 days, the permit will expire.
- The sequence of inspections is the responsibility of the permit holder. Each stage of work shall be approved before covering. A list of permit 'codes' has been provided for your convenience. Please note that you must call for a complete inspection as noted on the attached sheet. Be sure to enter **all** of the inspection numbers when you call the inspections that are required for a "complete inspection".
- Provisions of the Building Code assess a fee for re-inspection of work not ready for inspection when the inspector arrives at the job site. Be sure all work under the inspection you are requesting is complete prior to calling for the inspection.
- If you need to cancel an inspection, you may do so through the IVR or you may contact the development services center at 623-930-2800 and request that the information be passed to the inspector as soon as possible.
- For projects under Special Inspection, you will need to call for City inspections as well as the special inspections.
- For all residential projects, be aware that during the final inspection the inspectors will verify that sidewalks are free of cracks and in good repair. If not, all repairs must be made prior to the final inspection being passed.

### Important ordinance information

- Air Pollution permits: Per A.R.S. 49-486, no person shall use any mechanical equipment for land leveling or clearing, road construction, trenching, excavating, demolition, or engage in any earth moving activity without first obtaining a permit from Air Pollution control, Maricopa County Department of Health Services at 1845 E. Roosevelt, Phoenix, Arizona 85006. Their phone number is 602-506-6900.
- NOTICE OF CONSTRUCTION START / STOP TIMES PER CITY CODE 25-68
  - Saturday, Sunday & Holiday: 7:00 a.m. to 7:00 p.m.
  - April 15th to October 15th: 6:00 a.m. to 7:00 p.m.
  - October 16th to April 14th: 7:00 a.m. to 7:00 p.m.
  - Concrete may be placed one hour prior to the above construction start times.

- Any inspection that is called for a portion of a project that is incomplete, incorrect or not ready for inspection will be assessed a re-inspection fee that must be paid at the development services center prior to any further inspections being made.
- When field-work does not match the approved plan, work on that phase of the project will be stopped (STOP WORK ORDER) until revised plans have been approved by the Plan review division of Building Safety. Only after approval, can inspections proceed.
- All changes to the approved plans must be brought to the development services center on the second floor of City Hall and submitted for review and approval. The inspector will not accept changes in the field.
- Inspection cancellations may be called through the IVR system or you may contact the Development Services Center at 623-930-2800 and ask the receptionist to notify the inspector. Be sure this happens prior to the inspector showing up on your site in order to eliminate any re-inspection fee.

**It is easy to see that the best way to be successful is to build your project according to the approved plan and to have your field superintendent verify code compliance prior to calling for inspections.**