



CITY OF GLENDALE

Procedure for Calling in Inspection Requests & Guidelines for Building Permits

PROCEDURE FOR CALLING IN INSPECTION REQUESTS

1. Dial 623-915-3263 from a touch-tone phone.
2. Press 1 for English or press 2 for Spanish.
3. Press 1 to schedule and inspection.
4. Enter the numeric portion of your permit number followed by the pound key (#),
5. Verify that the correct site address was spoken.
6. Enter the three-digit inspection code you wish to schedule (please refer to list at the end of this document).
7. Verify that the correct inspection type was spoken.
8. Press 1 to schedule an inspection for the next business day (only if calling prior to 4:00 a.m.) or to schedule an inspection for a different day listen to the recorded message for further options.
9. Press 2 to continue.
10. Verify the correct inspection day is spoken.
11. Press 1 to hear your confirmation number if this is the only inspection you will be scheduling for this call or Press 2 to schedule another inspection on the same permit number or Press 3 to schedule another inspection on a different permit number.
12. Verify that your confirmation number is spoken.

GUIDELINES FOR BUILDING PERMITS

- Place job site copy in a prominent place.
- Keep approved plans on job at all times.
- Sequence of work approval on this project is the responsibility of the permittee. Each stage of work shall be approved before covering.
- This permit shall expire if the work authorized is not commenced, is suspended, or abandoned for a period of 180 days.
- Provisions of the Building Code assess a fee for reinspection of work not ready for inspection when called.
- YOU ARE HEREBY ADVISED THAT NO PERSON SHALL USE ANY MECHANICAL EQUIPMENT FOR LAND LEVELING OR CLEARING, ROAD CONSTRUCTION, TRENCHING, EXCAVATING, DEMOLITION, OR ENGAGE IN ANY EARTHMOVING ACTIVITY WITHOUT FIRST OBTAINING A PERMIT FROM AIR POLLUTION CONTROL, MARICOPA COUNTY DEPARTMENT OF HEALTH SERVICE, 1845 E. ROOSEVELT, PHOENIX, AZ 85006, PHONE: 602-506-6900. (THIS NOTICE IS ISSUED PURSUANT TO A.R.S. 49-486, NOTICE BY BUILDING AGENCIES).
- PLEASE BE AWARE THAT BUILDING INSPECTORS WILL CHECK FOR CRACKS IN SIDEWALKS AT FINAL INSPECTION AND THEY MUST BE REPAIRED BEFORE THE CITY CAN APPROVE THE FINAL INSPECTION OF YOUR HOME.
- 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.

City of Glendale Building Department Inspection Codes

COMMERICAL

(Structural)

114: Structural Demolition
115: Footing
116: Stem wall
117: Grout
118: Bond Beams
119: Tilt Panels
120: Pre-Cast
121: Pre-Slab/Interior Footing
122: Post Tension
123: Caissons
124: Grade Beams
125: Pole Bases
126: Roof/Deck Nailing
127: Strap
128: Shear
129: Steel Erection
130: Framing
131: Interior Partition/Walls
132: Shaft
133: Fire Stopping
134: Fire Proofing
136: Above Ceiling/Rough Ceiling
138: Deck Weld
139: Courtesy Inspection
150: Draft Stop/Smoke Control
160: Drywall/Nail Screw
161: Fire tape
166: Lathing
168: Roofing
170: Fence/Enclosure
171: Retention Wall Footing
172: Retention Wall Grout/Bond Beam
175: Emergency Systems
176: Exiting
180: Retention Walls
181: Sign/Structural
182: Pool/Pre-Gunite
183: Pool/Pre-Plaster
190: Accessibility
194: Bleachers
199: Final/Structural

(Certificate of Occupancy)

199: Final Structural Inspection
293: C.O. Inspection – Cross Connection
298: Final Plumbing Inspection
299: Final Mechanical Inspection
399: Final Electrical Inspection
499: C.O. Final Fire Inspection
597: C.O. Final Landscape Inspection
598: C.O. Final Construction Eng.
599: C.O. Final Land Dev. Inspection
699: Final Residential Inspection/CO
995: C.O. Inspection –Planning
996: C.O. Inspection Sanitation
997: C.O. Inspection –Streetlight
998: C.O. Inspection-Traffic
999: C.O. Inspection-Pretreatment

COMMERICAL

(Mechanical/Plumbing)

214: Plumbing /Mech Demolition
225: Clearance Req'd – SWG
226: PT: Pretreatment Inspection
230: Water Service
231: Sewer
232: Rough Plumbing/Underslab
233: Shading
234: Top Out
235: Gas Piping
236: P & M Above Ceiling
237: Backflow Assembly/Domestic
238: Backflow Assembly/Fireline
239: Courtesy Inspection
245: Backflow/Fire Hydrant
246: Backflow Assembly/Irrigation
250: Mechanical
251: HVAC Duct System
252: HVAC Equipment
253: Environmental Exhaust
254: Kitchen Exhaust
255: Product Conv Exhaust
256: Hydronic System
280: Factory Built Building
298: Final/Plumbing
299: Final/Mechanical

(Electrical Codes)

314: Demolition Electrical
315: Underground Electrical
319: Pre-Electrical Shutdown
320: Rough Electrical
321: Rough Walls Electrical
322: Rough Ceiling Electrical
323: Service Equipment
324: Switchboards/Panel boards
325: Grounding
326: Elec Above Ceiling
328: Site Electrical
329: Lighting Fixtures
339: Courtesy Inspection
350: Roof Top Wiring & Equipment
365: Special Systems
371: Pre-Gunite
372: Pre-Plaster
373: Fountains & Spas
375: Emergency Systems
376: Emergency Lighting/Exit
379: Street Light/Traffic Signal
380: Electric Sign
381: Clearance Req'd SRP
382: Clearance Req'd APS
385: Factory Built Building
399: Final Electrical

RESIDENTIAL

614: Demo/Site Clearance
615: Footing/UFER
616: Stem Wall/Foundation
617: Basement Wall
618: Grout/Masonry
619: Bond Beam
620: Underground Electric
621: Pre-Slab/Interior Footing
622: Post Tension
623: Water Service
624: Sewer
625: Rough Plumbing Waste
626: Rough Plumbing Water
627: Shading
628: Roof/Deck Nailing
629: Strap
630: Shear Wall
631: Framing
632: Rough Electric
633: Top Out
635: Gas Piping
637: Drywall
638: Lath
639: Courtesy Inspection
650: Mechanical
655: Mobile Home/Zoning
656: Mobile Home Utilities
657: Mobile Home Safety
660: Pre-Electric Shutdown
661: Fire Tape
671: Pre-Gunite
672: Pre-Plaster/FINAL POOL
673: Spas
674: Cool Deck
675: Fence/Retaining Wall
679: Backflow
681: Clearance Req'd – SRP
682: Clearance Req'd – APS
683: Clearance Req'd – SWG
688: Solar Panel
690: Adult Care Home (1-5)
695: Adult Care Home (6-10)
699: Final Inspections