



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.
13. Press zero for the operator at any time for assistance.

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
- 199: Photovoltaic 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
- 399: Photovoltaic 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: Underground Pool Electrical
- 674: Cool Deck (Equipotential Bond)
- 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)
- 698: Water Heater
- 699: Final Inspection