



City of Glendale Fire Department Over-the-Counter Permit Supplemental Checklist

The following is a list of permits that may be obtained for a specific scope of work as described in the checklist below. Work outside of the specified permit description in the checklist will require a plan submittal and does not qualify for an Over-the-Counter (OTC) permit. Please check each box for the desired permit you wish to obtain that is associated with your scope of work.

A completed Permit/Plan Review Application must be submitted with the checklist. Please complete the appropriate application [here](#).

Project Name: _____

Project Address: _____

Applicant Name: _____ Contact Phone: _____

<input type="checkbox"/>	Fire Sprinkler Modification – Modification to sprinkler systems; up to 20 sprinkler heads. (Intended for tenant improvement modification of sprinkler system not requiring calculations or pressure testing. Flex heads requiring calculations shall require a plan submittal.)
<input type="checkbox"/>	Fire Sprinkler Monitoring System – Installation of a fire sprinkler riser monitoring system up to 5 devices for the indication of water flow and valve supervision. (Intended for installation of a dedicated function fire alarm control unit, radio dialer, cellular dialer, applicable switches, devices, and components to monitor fire sprinkler system activations)
<input type="checkbox"/>	Fire Alarm Modification – Modification to fire alarm systems of up to 5 devices. (Intended for tenant improvement modifications to fire alarm system notification devices, monitor modules, access control release, and other applicable devices.)
<input type="checkbox"/>	Underground Fireline Stub Out – Installation of an underground fire line stub out, 20 feet or less in length, for fire sprinkler riser. (Intended for installation of underground fire line piping on private property connecting the above ground fire sprinkler pipe to the underground water supply outside of the public right of way)

Glendale Fire Department
Fire Prevention
11550 W. Glendale Avenue
Glendale, AZ 85307
(623) 930-4420