

Homeowner's Guide to Obtaining a Building Permit

The City of Glendale understands that the average homeowner wants to not only improve the look of their home, but they also want to improve its value. In order to achieve this, the homeowner must first apply for a building permit. The application for this permit will allow the project to be reviewed to the currently adopted codes. After the review has been completed and approved, a permit may be issued and the construction and inspection process may begin. Once the inspection process has been completed the additional assessed value can be added to the previous value of the property.

Obtaining a permit prior to the work being done will assure the homeowner that the City of Glendale considers their project an important upgrade to the neighborhood as well as the homeowner. The City's Development Services Center is dedicated to helping homeowners successfully complete their home improvement projects.

Do I Need a Permit?

ALL residents in the City of Glendale, Arizona who intend to construct, enlarge, alter, repair, move, demolish, or change the occupancy type of a building or structure **OR** erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, regulated by the City of Glendale adopted codes, shall first obtain a permit for such work.

If you are not sure whether or not you need a permit, please feel free to call the Development Services Center at 623-930-2800. Upon calling, the receptionist will put you in contact with a Development Services Representative, who will then discuss your project with you and determine if a permit is, in fact, required.

Work Exempt from Permits

According to the 2006 International Building Code, the following items are exempt from requiring a permit:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed one hundred and twenty (120) square feet. This requirement is also subject to the City's current Zoning Ordinance which states that the structure cannot exceed six (6) feet in height without complying with additional "set back" requirements.

2. Fences of any type not over six (6) feet in height. This exemption does not apply to subdivision perimeter fences.
3. Oil derricks.
4. Retaining walls that are not over four (4) feet in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II, or IIIA liquids.
5. Water tanks supported directly on grade if the capacity does not exceed five thousand (5000) gallons and the ratio of height to diameter or width does not exceed 2:1.
6. Sidewalks and driveways not more than thirty (30) inches above adjacent grade, and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than twenty-four (24) inches deep, do not exceed five thousand (5000) gallons and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one and two family dwellings.
12. Window awnings supported by an exterior wall that do not project more than fifty-four (54) inches from the exterior wall and do not require additional support and are attached to Group R-3 or U occupancies.
13. Non-fixed and movable fixtures, cases, racks, counters and partitions not over five (5) feet nine (9) inches in height.

Electrical

1. Permits are not required for the following items: Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.

Gas

1. Portable heating appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical

1. Portable heating appliances.

2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part that does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration systems containing ten (10) pounds or less of refrigerant and actuated by motors of one (1) horsepower or less.

Plumbing

1. The stopping of leaks in drains, soil, waste, or vent pipe, provided, however, that should any trap, drainpipe, soil, waste, or vent pipe become defective and it becomes necessary to remove and replace the same with new material, the same shall be considered as new work and a permit shall be procured and inspection made as provided in the currently adopted Plumbing Code.
2. The clearing of stoppages, including the removal and reinstallation of water closets, or the repairing or leaks in pipes, valves, or fixtures, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes, or fixtures.

Work that is Started without a Permit

Starting work without a permit can result in the homeowner undergoing some serious hardships, such as being cited by one of the City's Code Compliance Inspectors. If the work does not meet the currently adopted Building Codes, that work may have to be removed and plans may be required to be submitted for review.

It is the responsibility of the homeowner to contact the City of Glendale Development Services Center (623-930-2800) for information about their specific project that may not be listed in this Homeowners Guide. Additional restrictions due to zoning issues that may require a variance could be imposed. There are also restrictions concerning Public Utility Easements (PUE's). Please check with DSC for more information.

Obtaining a Building Permit

If the homeowner of the property has no intention of renting or selling their property, and is the occupant at the time of submitting plans for review to obtain a permit, they can pull the Building Permit. Available at the public counter in DSC, and also on the City's Website, is an Owner Builder Declaration form that is required to be signed and dated

specifying that the homeowner complies with the state law requirement of occupying the home.

If the homeowner is not the primary occupant of the home, then the homeowner is required to hire a licensed contractor who will assume responsibility for the work that is to be done.

Construction drawings will be required at the time of submittal for a permit. If you, as the homeowner, are only seeking information on how to obtain a permit for your project, then you may only be required to provide a sketch of the project you intend to build. The type of project you desire to build will determine the types of plans you will be required to submit.

In some cases the type of permit you are trying to obtain may not require plans. This type of permit may be limited to the information that is filled out on the building permit application, which can be found at the Development Services Counter and is also available on the City's Website. Please check with a DSC representative (623-930-2800) for more information.

For your home improvement project you may do the work yourself, or have a friend or family member help you with your project.

Who is Responsible for Drawing My Construction Plans?

You may draw the plans yourself, provided all information is legible and designed to meet the requirements of the City of Glendale's currently adopted Building Codes. The Development Services Center will assist you with your project by reviewing it for information related to building, electrical, mechanical, plumbing and zoning setbacks, however, this process "DOES NOT INCLUDE DESIGNING THE CONSTRUCTION PLANS". You, as the homeowner, may hire an architect or choose a drafting service, should you find the plans too difficult to draw yourself.

How Long Does It Take To Get My Permit

Once your drawings are submitted, they will be reviewed to show compliance with the City of Glendale's currently adopted Building Codes. "ALL" patio cover plans will be reviewed at the public counter. The Development Services Center has, on staff, qualified personnel that can assist you the same day, provided your plans are drawn to meet the minimum code requirements.

All room additions less than five hundred (500) square feet in size can also be done at the public counter. Anything over five hundred (500) square feet will be routed into the system for review, which will be subject to the currently adopted review processing time.

The current review processing time, for room additions exceeding five hundred (500) square feet, is eight (8) business days. At the time your plans are taken in they will be assigned to one of the City's Plans Examiners. The plans, based on the order they were taken in, will then undergo the review. Upon the eighth (8th) working day, someone from the Development Services Center will contact you stating that, either your plans have been approved and a permit is ready to be issued, or they will contact you stating that your plan has "redline" comments that need to be addressed in order to obtain an approval.

If your plan has "redline" comments, you will need to come to the Development Services Center, pick up your plans and correct the "redline" comments. After you have made the corrections, you may re-submit the plan for a second review. This process will continue until your plan review has been approved and a permit can be issued.

How Much Does A Permit Cost?

Depending on the type of project, a Development Services Representative can assist you with determining the cost of obtaining a permit for your project. Some project fees are clearly stated in the City's approved fee schedule, which can be found on the City's Website at www.glendaleaz.com.

Permit fees and plan review fees are two separate fees. You will be required to pay both fees before a permit can be issued. The plan review fee will be charged to you when you submit your plans. When you submit your plans you will be assigned a project number that will allow your project to be tracked. You will be given that number to call and check the status of your project.

The plan review fee, paid at the time of submittal, covers two reviews. Should your plans require additional reviews, the City will charge you by the hour at a rate currently approved and listed in the plan review fee schedule.

What Happens After my Project has been Approved?

After your project has been approved, you will be contacted by the Development Services Center. You will be advised of the cost of your permit and given a confirmation number that usually begins with letters PC followed by a number between 1 and 40. An

example of your confirmation number would be PC-01. When you come to the City of Glendale to pick up your permits, give your confirmation number to the DSC representative working at the front counter and they will retrieve your approved plan.

Once your permit fees are paid, you will be given a jobsite copy of your approved plan. This plan is required to be on the jobsite whenever you call in for inspections. You will also be given an Inspection Call In sheet which has a variety of code numbers that you must call in to receive an inspection. All of the numbers listed on that sheet may not apply to your project. Feel free to ask the Development Services Representative to explain to you in detail how to call in for an inspection and which numbers apply to your particular project.

Construction Drawings

Note: All drawings in this booklet are conceptual examples only and do not cover all code requirements. These drawings are used to supply you with an idea of the type of construction document and information required to obtain a permit.

Depending on the extent of your project, your construction drawings may require the following information. The Homeowners Guide will also provide you with examples of the following information to help you with your project.

Site Plan	Elevations
Cross Section	Framing Details
Floor Plan	Electrical Plan
Roof Framing Plan	Plumbing Isometric
Foundation Plan	Gas Piping Isometric

The City of Glendale may also require additional information that may pertain specifically to your project. Some of these items are listed below:

- Engineered Truss Design
- Electrical Service One-Line Diagram
- Electrical Panel Schedule
- Electrical Load Calculation
- Plumbing Fixture Count

ICBO/ICC Report Numbers for products or equipment or methods of construction

Septic System Permit issued by the Maricopa County Health Department

Providing a complete set of construction plans will help you in many ways. It will not only assure that the reviewer has a clear idea of the project that you intend to build, but it will allow him/her to review the project in a timely manner, provided, you have supplied the necessary information on the plan.

Providing the correct code information on the plan will not only allow your project to be reviewed in a timely manner, it will also assure that during the inspection process your field inspector will be able to follow your plans as the project is being built.

If a problem occurs, such as an alteration, or revision to the approved plan, during construction, your field inspector may instruct you to contact the Development Services Center in order to resolve the issue. When you contact DSC, a qualified staff member, capable of approving any code compliant alterations or revisions will assist you with your alterations or revision. Usually the revision or alteration can be reviewed and approved at the public counter, which will eliminate the normal waiting process, thus, allowing your project to continue on in a timely manner.

Site Plan

Provided at the end of this document, is an example of the type of site plan you will need to submit, along with your construction documents, for review. The site plan is critical to the review process, as it allows the reviewer to see the existing structure, or structures, on the property, along with the proposed new structure or structures.

A site plan provides a bird's eye view of the whole property showing the property lines. It is required to show the front, rear and side setbacks. The site plan must also show all dimensions in order to calculate the lot dimension required in order to approve a project. Part of that information has to do with lot coverage and zoning. The zoning classification of your property determines the maximum amount of lot coverage allowed. In order to calculate the maximum lot coverage check with a Development Services Representative.

Note: The site plan provided is an example of the type of information that is required to obtain a permit. Lot sizes may differ and may have Public Utility Easements (PUE's) that you are not aware of which may cause you to apply for a variance.

Cross Section

A framing cross section is a cutaway view of the proposed construction that is used to show how the building is to be constructed. Depending on the design of your project, you may need to include more than one framing cross section. You must clearly show deviations in your sections wherever they occur.

Included in this illustration are some typical cross section views for room additions and patio covers. The illustration does not show lengths and heights or the type of material to be used. It just shows the general nature of the design. The specific information needs to be provided by you.

Each project reviewed by the Development Services Center will be different. The illustrations provided are only to be used as a guideline. The cross section guidelines are provided to show the customer what type of framing design will be required in order to have the project reviewed.

A typical cross section should show information such as the sizes of all framing members, interior and exterior finishes, roofing materials and floor coverings. The framing section and details shown are the most common illustrations used for single story room additions and patios.

As a customer, whose project is about to be reviewed, you may use the illustrations shown as a guideline that relates to your project and provide the necessary information in order for your project to be reviewed for compliance to the currently adopted codes.

These illustrations do not reflect all additions or designs and cannot be used in every case.

Floor Plan

A floor plan is an outlined area of your project you intend to have reviewed and approved for code compliance. The floor plan shows the existing area as well as the new area that is being proposed to be built.

The City of Glendale Development Services Center residential plan review checklist requires the customer to not only provide a floor plan, but also, an electrical, mechanical, and plumbing plan.

For projects such as small room additions, the electrical, plumbing, and mechanical plan may be shown on the same page as the floor plan.

It is important that you, as a customer, declare the use of the rooms presented on the floor plan. The type of project you are building will dictate certain code requirements related to the type of use that is proposed.

If you are building a bedroom addition, the Building Code requires that your floor plan be provided with a window that is properly sized for emergency rescue and escape. The code will also require a smoke detector that is located inside the sleeping area and an additional detector located immediately outside the sleeping area in hallways in the vicinity of the bedrooms.

When more than one smoke alarm is required to be installed within an individual dwelling unit, the alarm devices shall be interconnected in such a manner that the actuation of any alarm will activate all of the alarms in the house.

The Building Code also requires your bedroom addition to meet other code related items such as: Light, Ventilation and Heating.

The Building Code requires that "All" habitable rooms shall have an aggregate glazing area of not less than eight (8) percent of the floor area of such rooms. Natural ventilation shall be through openable windows, doors, louvers or other approved openings to the outdoor air. Such openings shall be provided with ready access or shall otherwise be readily controllable by the building occupants. The minimum openable area to the outdoors shall be not less than four (4) percent of the floor area being ventilated.

The Building Code also requires every dwelling room to be provided with heating facilities capable of maintaining a minimum room temperature of sixty-eight (68) degrees Fahrenheit at a point three (3) feet above the floor and two (2) feet from the exterior walls.

The installation of one or more portable space heaters **shall not be used** to achieve compliance to this Building Code requirement.

Electrical Plan

An electrical plan can be shown on the same plan as the floor plan. The only difference is that the electrical plan, depending on what type of room is being reviewed, will have to meet certain requirements in order to be approved.

In every kitchen, family room, dining room, living room, parlor, library, den, sunroom, bedroom, recreation room, or similar room or area of dwelling units, receptacle outlets shall be installed. Receptacles shall be installed so that at no point, measured

horizontally along the floor line, in any wall space, is more than six (6) feet away from a receptacle. You should also know that the Electrical Code requires a receptacle at any space/wall that is two (2) feet or more in width (including space measured around corners) and that is unbroken along the floor line by doorways, fireplaces and similar openings.

The Electrical Code requirements listed above are just a few of the types of electrical information that needs to be provided on your electrical plan. Depending on your type of project, the code may have other requirements that may need to be provided in order to obtain a permit.

The Electrical Code requires that all outlet circuits within six (6) feet of a sink in bathrooms, kitchens, basements, or outdoors to be a GFCI (Ground Fault Circuit Interrupter). The garage portion of the home is also required to have at least one (1) GFCI circuit.

If your home has a carport that you are converting into an enclosed garage, the Electrical Code will require that your new garage comply with current Electric Code.

Depending on the size of your project you may also be asked to provide the following information which is critical in determining if your project can be approved:

Electrical Service and Load Calculations and Electrical Panel Schedule and Circuits.

The following illustrations are provided to give you an idea of the type of information that you will need to submit to the Development Services Center for approval, prior to construction. The calculated numbers provided will be different from the numbers you will need to provide for your project.

Plumbing Requirements

Additions, alterations, renovations or repairs to any plumbing system shall conform to the requirements for a new plumbing system without requiring the existing plumbing system to comply with the City of Glendale currently adopted Plumbing Code. Any alterations or repairs shall not cause an existing system to become unsafe, insanitary or overloaded.

Minor additions, alterations, renovations and repairs to existing plumbing systems shall be permitted in the same manner and arrangement as in the existing system, provided that such repairs or replacement are not hazardous and are approved.

When plumbing is a part of your construction project, such as adding a bathroom to the new room addition or upgrading your current bathroom status, you will be required to submit a waste isometric diagram or a plumbing floor plan.

A gas isometric is also needed if gas piping is to be installed.

A completed water meter worksheet will be required if the water fixture unit load is significantly increased.

Provided, is an illustration of a few plumbing isometrics, which will give you, as a designer, an idea of the type of information your construction documents will require at the time of submittal.

The Development Services Center can help you with the minimum sizes required by the currently adopted Plumbing Code. Your isometric is required to show all new piping and how it will tie into the existing system.

Provided below are a few examples of those types of plumbing isometrics.

What is a Gas Test?

A gas pressure test is an air pressure test of the gas supply system. It is designed to determine if the gas piping system has any leaks. During the inspection process you will be required to place a test gauge onto the gas line and pump up the line with air. The field inspector will observe that the test gauge is holding the required test pressure for the minimum required time and then okay the gas line to be connected to the gas meter.

How do I Apply for a Swimming Pool Permit?

Obtaining a pool permit through the Development Services Center can be as easy as obtaining any of the other various types of permits offered. Although the procedure is somewhat the same, the processing turnaround time has been shortened to assure you that once you submit your complete packet you should have your pool permit within three (3) to five (5) business days.

A complete submittal packet outlining the process to obtain a permit can be downloaded from the City of Glendale website at www.Glendaleaz.com.

Fees for the swimming pool will be based on the current fee schedule. Along with the base fees your pool will be assessed a value based on the square footage of the pool along with the provided construction value provided by you or your contractor.

In order to obtain a swimming pool permit you must provide the following information:

Site Plan

Cross Section

Engineering Letter

Copy of Approved Standards

Pool Barrier Affidavit

Owner Builder Declaration (to be provided should you build the pool yourself)

At the time of submittal the Development Services Center will require two (2) sets of plans to be reviewed for the minimum code requirements.

A Site Plan will show the location of the pool along with its setbacks to the property line and other structures.

A Cross Section will show the depth of the pool and the setback from the home and the rear property line.

A copy of the Approved Pool Standards needs to be provided. These Engineering Standards are usually on file with the City of Glendale already. These are plans that have been reviewed by the City of Glendale Structural Engineer and they need to be placed on the jobsite for the field inspector.

A Pool Barrier Affidavit is a form provided by the Development Services Center. This form needs to be signed by the homeowner and notarized. This form is important as it describes the type of secondary protection that is usually required when a homeowner has a child under the age of six (6) living in the home at the time of constructing the pool.

If you are installing a pool heater, then you will need to provide a gas line isometric or an electrical diagram showing how this will be accomplished. This process can usually be done over the counter.

Manufactured Homes

The City of Glendale reviews the water service line, sewer line, gas line, electrical service, foundation and the Zoning requirements for manufactured homes. The City of Glendale does not review anything on the inside of the home. The Development Services Center will assist customers at the front counter who need a Zoning approval

for placement of a manufactured home. Provided at the public counter is a site plan sheet that has blank information spaces so that you may enter the setback information that applies to your Zoned area.

The City of Glendale will charge a Site Plan review fee that will be based on the currently approved fee schedule which can be located on the City of Glendale website at: www.glendaleaz.com.

Below is a list of items that the City of Glendale is responsible for:

Pedestal/Electrical Service change outs.

Gas line repairs and approval of tests.

Remodel/Repairs (depending on the type of remodel and repair).

Setbacks/Zoning (no inspections are done with a Site Plan review; therefore, it is the responsibility of the owner to comply fully with the approved Site Plan).

Water Heater permits.

Awnings and skirting not part of the original contract or initial setup.

Heating/Cooling systems replacement or repair.

Note: The above items are required to be inspected by the City of Glendale Building Safety Department.

What is next after my Project has been approved?

Once the Building Safety Department has reviewed and approved your project, you will be contacted by a Development Services Center Representative. The DSC representative will let you know that your plan has been approved. They will also inform you of the permit fees and assign you a confirmation number that will be used when you come in to pick up your permit.

When you arrive at the Development Services Center, you will need to sign in at the public counter. Your name will be called and a DSC rep will assist you.

After your permit fees are paid you will be given a copy of the approved set of plans for your project. The Development Services Center will also keep a copy of project for the time that is required by the City's retention schedule for these items. A DSC rep will give you and inspection "Call In" sheet and inform you of the type of inspections you are required to pass before moving on to the next inspection.

If you are interested in the type of inspections your project may be subject to, contact a Development Services Center representative at 623-930-2800. The DSC reps will provide you with the type of inspection required and will assist you in understanding how the process is conducted.

Will my Permit Expire?

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one hundred eighty (180) days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one hundred eighty (180) days after the time the work commenced.

The Building Official is authorized to grant, in writing, one or more extensions of time, for periods of not more than one hundred eighty (180) days each.

The building permit automatically regenerates itself for an additional one hundred eighty (180) day period with each “passed” inspection within the one hundred eighty (180) day period. The total amount of time for the project to be completed is two (2) years.

Inspections

Construction or work for which a permit is required shall be subject to inspection by the Building Official and such construction or work shall remain accessible and exposed for inspection purposes until approved.

As you construct different portions of your project you, as the homeowner, are responsible for calling in to have the work you have completed undergo an inspection. The City of Glendale has an IVR (Interactive Voice Recognition) system that will allow you to schedule these inspections. The City of Glendale Procedure for Calling in Inspection Requests is available on the City’s website at: www.glendaleaz.com. This form is also available at the Development Services Center public counter. You may also contact a Development Services Center representative at 623-930-2800 to learn how to use this system.

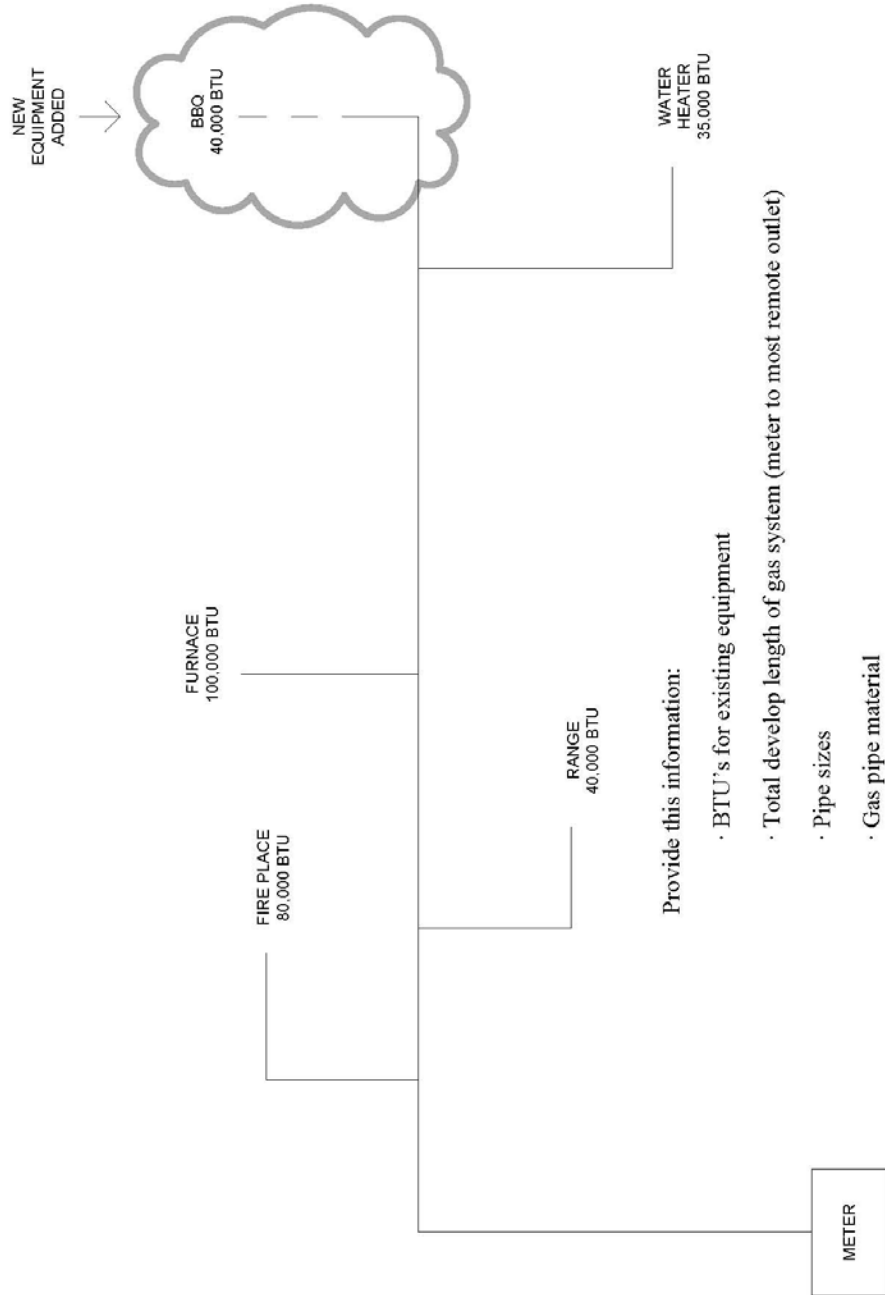
During the inspection process you may receive a “green tag” or a “red tag”.

A “green tag” means that you have passed that portion of your project and you are now able to move on to the next stage.

A “red tag” means that you failed that portion of your project, but it also allows you the opportunity to correct a problem before the structure becomes permanent. The field

inspector will tell you what is missing and in most cases they will offer you some suggestions on how to correct the problem.

On the following pages you will find drawings that have been referenced in the above document that will help you with your project/permit application process:



Provide this information:

- BTU's for existing equipment
- Total develop length of gas system (meter to most remote outlet)
- Pipe sizes
- Gas pipe material
- BTU's for new equipment
- Specify type of gas (natural or propane)
- Is gas going to be under the building?
- Distances to each outlet

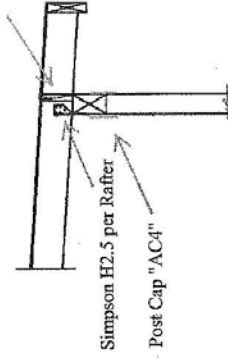


Information Required for Permit, Please Fill in Below

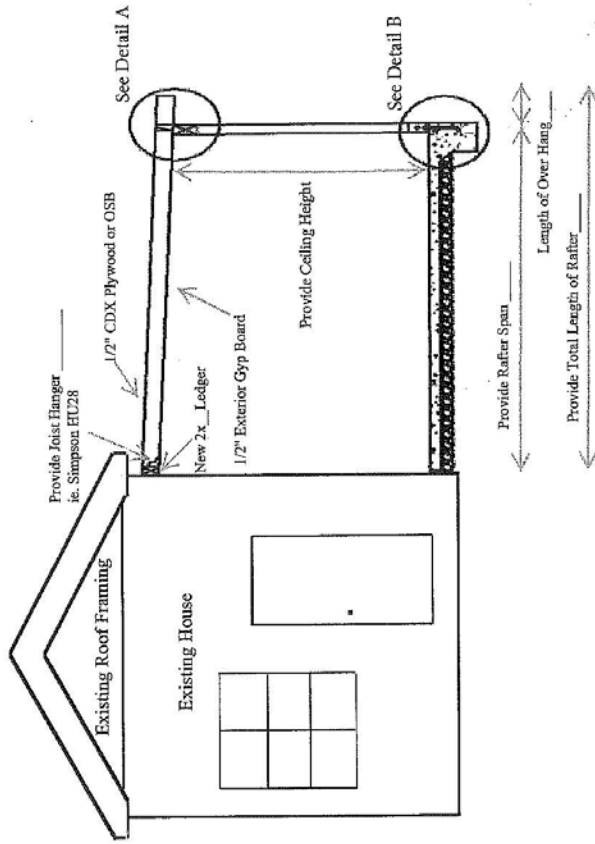
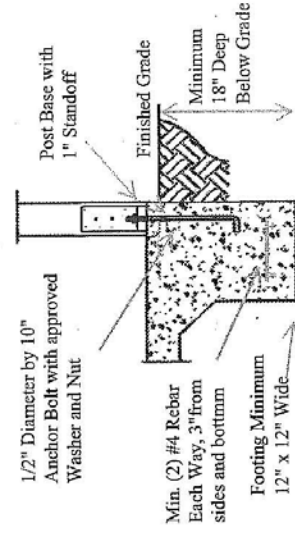
1. Roofing Material ie. "Roll Roofing"
2. Slope of Roof ie. "1/12 Pitch"
3. Size of Roof ie. "2x8 DF#2"
4. Size of Rafters ie. "2x8 DF#2"
5. Size of Beams ie. "4x8 DF#2"
6. Size of Posts ie. "4x4 DF#2"
7. Brand and Type of Post Base ie. "Simpson PB44"
8. Brand and Type of Post Cap ie. "Simpson AC4"
9. Brand and Type of Beam to Rafter ie. "Simpson H2.5"
10. Brand and Type of Rafter to Ledger ie. "Simpson LUS28"

Detail A

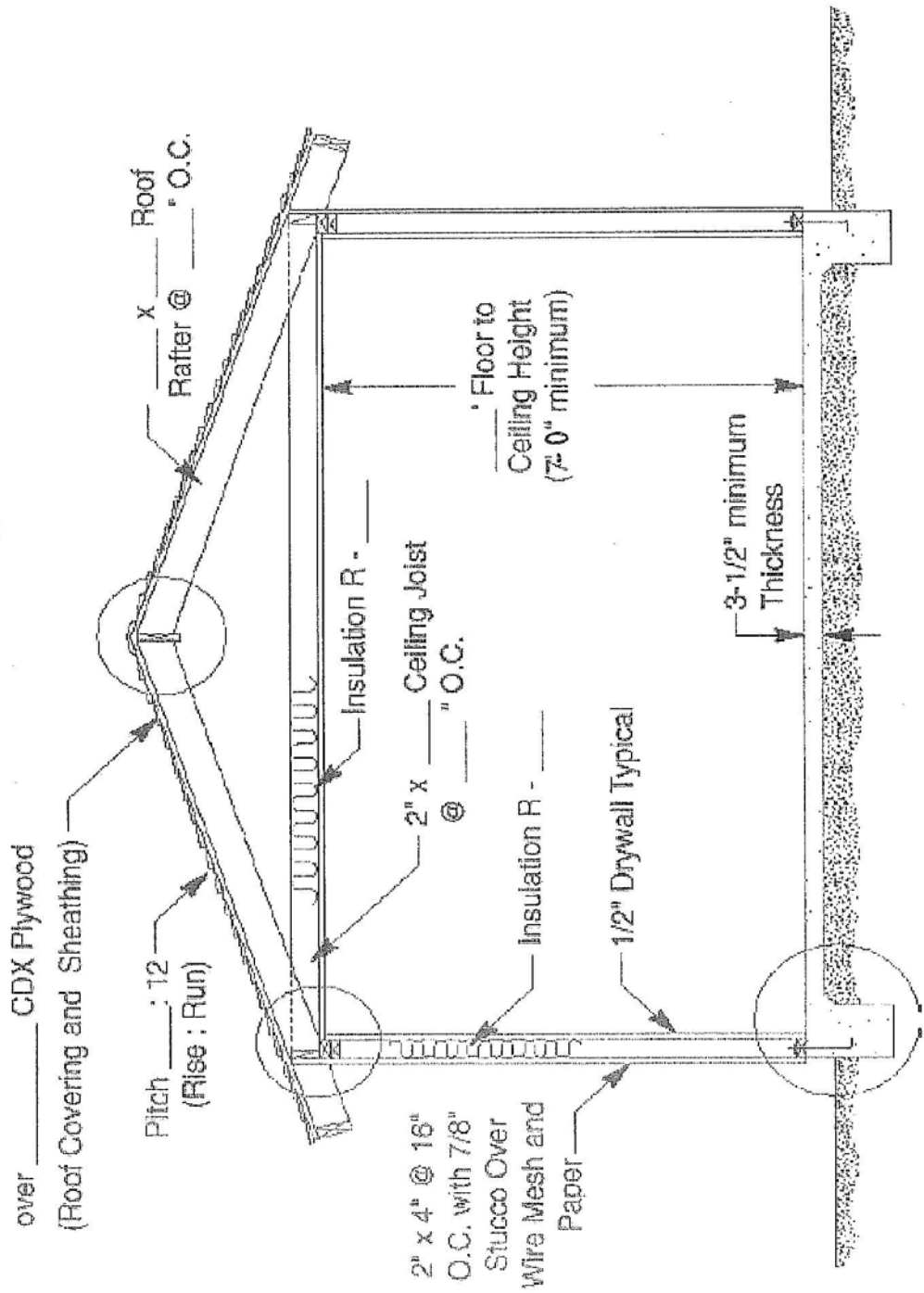
2x Blocking w/ (3) 8d Toe-nails through blocking into beam and (3) 8d nails through roof sheathing



Detail B



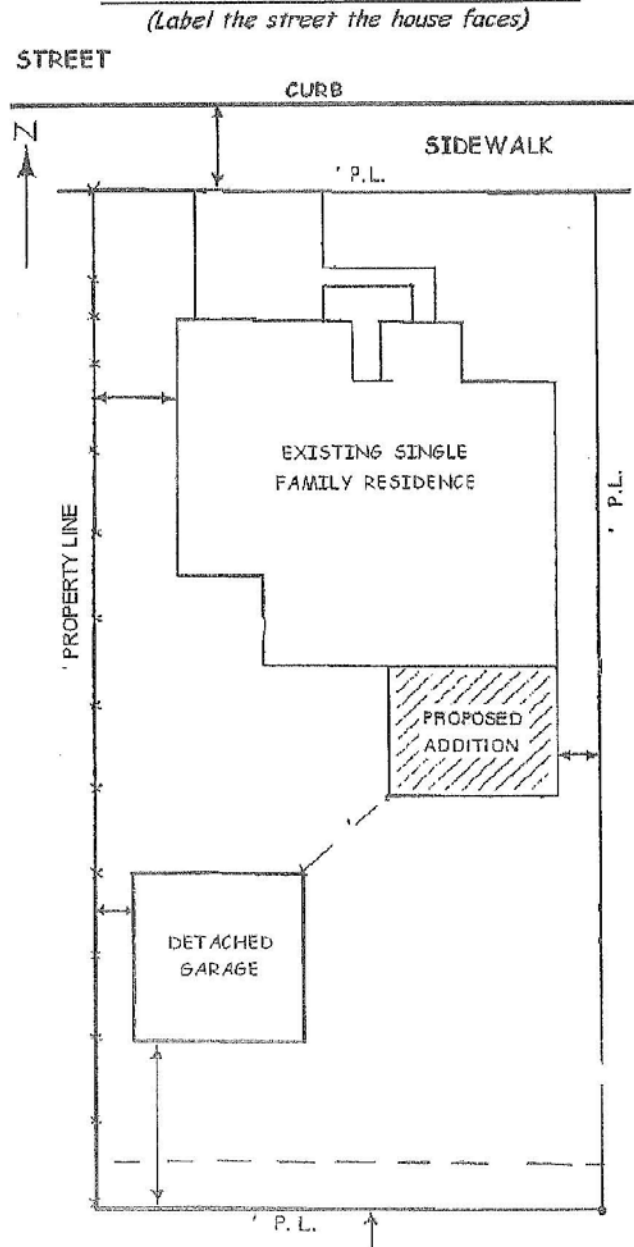
Typical Cross Section



TYPICAL SITE PLAN

CHECK LIST

1. Show dimensions of property.
2. Put address of home on the street the house faces.
3. Show names of bordering streets, if on a corner.
4. Show location and dimensions of existing and proposed buildings, structures and parking areas.
5. Identify the use of all existing and proposed structures including number of stories.
6. Show distance between buildings (minimum 6'), and distances from buildings and structures to property lines.



TYPICAL SITE PLAN

Owner/contractor is responsible for determining the exact location of property lines.
Site plan must include measurements/dimensions of all structures relevant to the application for any City issued permit.

