



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.