



CITY OF GLENDALE CONSTRUCTION PLAN SUBMITTAL REQUIREMENTS

For Construction Drawings, please submit the following construction documents to the Development Services Center (DSC):

- Ten (10) sets of improvement plans plus one (1) extra set of civil plans.
- Two (2) sets of structural calculations.
- Two (2) sets of fire hydraulic calculations.
- One (1) project or spec manual.
- Two (2) soil reports.
- Two (2) drainage reports.

The plans must consist of a site plan, building plan, engineered fire sprinkler plan, landscape and irrigation plan, on-site and off-site lighting plan, and engineered civil plans (grading and drainage, water and sewer, concrete, paving, street striping and traffic signing, and street light plan). Provide an exterior finish schedule on the exterior building elevation page(s). Plan page size is 24" x 36" and shall be to scale. Please attach a copy of the Design Review approval letter to the transmittal accompanying the construction plans.

Show temporary fire lane access. Fire lanes shall be a minimum 20' width with proper fire department turning radius (City of Glendale Standard Detail G-954 32.5' inside, 52.5' outside.) The maximum dead end fire lane shall be 150'. The fire lane shall be a minimum of 6" of ABC compacted 90%. Fire hydrants shall be provided prior to vertical construction or storing combustibles on site.

The plan review fees will be paid at the time of submittal, contact a Development Plans Technician for the fee amount at (623) 930-2811 or (623) 930-3136.

Construction Document Plans Submittal Completeness Check

NEW CONSTRUCTION/COMMERCIAL PROJECTS:

- Application Form: completely filled-out
- Table of Contents: each item on the table of contents is included in the submittal package
- Structural Calculations
- Site Plan
- Architectural Sheets (A)
- Structural Sheets (S)
- Plumbing Sheets (P)
- Mechanical Sheets (M)
- Electrical Sheets (E)
- Fire Sprinkler or Fire Protection Sheets (F)
- Hydraulic Calculations
- DR Letter of Approval

CIVIL SHEETS (C) PLEASE INDICATE # OF SHEETS

Land Development (# OF SHEETS _____)

- Grading and Drainage Sheets (G&D)
- Paving Sheets
- Water/Sewer Sheets (W/S)
- SWPPP Sheets

Traffic (# OF SHEETS _____)

- Paving Sheets
- Sign/Striping Sheets
- Signal Sheets
- Conduit Sheets
- Street Light Sheets

Landscape Sheets (L) (# OF SHEETS _____)

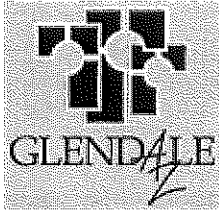
- Detail Sheets
- Planting Sheets
- Irrigation Sheets

***** SWPPP: required on Sites > 1acre (43,560 sq. ft.)**

(Storm Water Pollution Prevention Plan)

***** Drainage Report: required on Sites > 10 acres (435,600 sq. ft.)**

Departments	Services A-Z	City Officials	Residents	Visitors	Businesses	Online Services
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Building Safety - Building Safety Codes

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New Codes Effective Sept. 1, 2007:

- [2006 IBC \(International Building Code\)](#)
- [2006 IRC \(International Residential Code\)](#)
- [2006 IMC \(International Mechanical Code\)](#)
- [2006 UPC \(Uniform Plumbing Code\)](#)
- [Policies for enforcing the 2006 UPC](#)
- [2005 NEC \(National Electrical Code\)](#)
- [Slack Wires Technical Guideline \(pdf\)](#)
- [Technical Guidelines for the 2005 NEC \(Fluorescent fixtures | Equipotential Pool Bon](#)
- [2003 IFC \(International Fire Code\) – did not change](#)
- [2003 IFC amendments \(PDF\)](#)
- [Americans with Disabilities Act Accessibility Guidelines](#)

* [City Amendment](#)

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**CITY OF GLENDALE
COMMUNITY DEVELOPMENT GROUP
GLENDALE, ARIZONA**

DATE:	TIME:
TO:	FAX:
FROM:	PHONE:
	FAX NO. (623) 915-2695
RE: Plan Submittal Requirements	

COMMENTS:

As requested, the following are the required construction documents for plan submittal. Please provide the Approval letter from the Planning Dept. A plan fee check is required at the time of submittal. The fee is determined by the valuation of the project. Please feel free to contact me once you have a valuation.

		CITY OF GLENDALE BUILDING PERMIT APPLICATION				DATE STAMP
		5850 West Glendale Ave Glendale, Arizona 85301 (623) 930-2800				
Zoning Area	Zip Code	Council Dist	Insp Area	Lot Coverage	Project Number	Permit Number

Date/Fecha:	Applicant/Aplicante:	Telephone/Telefono:
Project Name/Nombre del Proyecto:		
Project Address/Domicilio del Proyecto:		Zip Code/Codigo:
Parcel No./No. de Parcela:	Subdivision:	Lot #/No. del Lote:
Description of Work/Tipo de Trabajo:		

Property Owner/Propietario:	Telephone/Telefono:
Address/Domicilio:	City, State, Zip Code:

Prime Contractor/Contratista:	Telephone/Telefono:	
Address/Domicilio:	City, State, Zip:	License Classification:
Contractor AZ ROC License Number:	City of Glendale Sales Tax License Number:	
Special Conditions:		

Permit Type:	<input type="checkbox"/> Building <input type="checkbox"/> Fire	<input type="checkbox"/> Electrical <input type="checkbox"/> Sign/Banner	<input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical	<input type="checkbox"/> Backflow <input type="checkbox"/> Demolition <input type="checkbox"/> Combination
Utilities:	<input type="checkbox"/> APS	<input type="checkbox"/> SRP	<input type="checkbox"/> SW Gas	
Flood Zone: _____ If other than Zone X, plan must be reviewed by Land Development Engineering.				
Square Footage/Pies Cuadrados:		Total Construction Valuation/Valor de Construcción: \$ _____		
Contact Person/Persona de Contacto:		Telephone/Telefono: Email (Optional):		