

## **CITY OF GLENDALE**

### **Procedure for Calling in Inspection Requests & Guidelines for Fire 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 an 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 FIRE 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 Fire Code assess a fee for re-inspection of work not ready for inspection when called.
- 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 Fire Department Inspection Codes**

- 400: AFES < 10,000 SQ Feet
- 401: AFES 10,000 SQ Feet or more
- 402: AFES Modification 1-20 heads
- 403: AFES Modification 21-50 heads
- 404: AFES Modification 51-100 heads
- 405: AFES Modification 101-500 heads
- 406: AFES Modification >500 heads
- 407: AFES Modification No Heads Included
- 408: Aircraft Refueling
- 409: Battery Systems, Install
- 410: Battery Systems, Modification
- 411: Blasting, 30 Day Permit
- 412: Bonfires
- 413: Bowling Alley Resurfacing- Flammable
- 414: Carnivals/Fairs
- 415: Compressed Gas System Installation <400 lbs
- 416: Compressed Gas System Installation >400 lbs
- 417: Compressed Gas System Modification
- 418: Explosives, Possess/Storage
- 419: Fire Alarm 1-500 SQ Feet
- 420: Fire Alarm 501-2,000 SQ Feet
- 421: Fire Alarm 2,001-10,000 SQ Feet
- 422: Fire Alarm 10,001-52,000 SQ Feet
- 423: Fire Alarm > 52,000 SQ Feet
- 424: Fire Alarm Modification 1-5 Devices
- 425: Fire Alarm Modification >5 Devices
- 426: Fire Alarm, Panel Replacement
- 427: Fire Alarm, Fire Sprinkler Supervision
- 428: Fire Lane Modification
- 429: Fire Pumps, Single Pump
- 430: Fire Pump, 2 or More Pumps
- 431: Fire Pumps Modification
- 432: Fireworks, New
- 433: Fireworks/Flame Effects, Repeat Show
- 434: Fireworks/Flame Effects, Multiple Shows
- 435: Storage Use, Handling Flammable/Combustible Liquids
- 436: Hazardous Materials Tank Install, 1 Tank

437: Hazardous Materials Tanks Install, >1 Tank  
438: Hazardous Materials Tank Install, Fixed Fire Protection  
439: Hazardous Materials Tank Install, Inside a Vault  
440: Hazardous Materials Tank Install, Modification  
441: Hazardous Materials Tank Install, Abandonment/Removal, 1 Tank  
442: Hazardous Materials Tank Install, Abandonment/Removal, >1 Tank  
443: Hazardous Materials Use/Storage Permit  
444: Hazardous Facility/Area, Closure, Abandonment, Modification  
445: Hood System, Single System  
446: Hood System, Multiple Systems  
447: Hood System, Modification  
448: Liquid/Gas Powered Equipment Inside  
449: LP Gas System Installation  
450: LP Gas System Modification  
451: LP Gas with Fixed Fire Protection  
452: LP Gas Temporary Use Inside a Building  
453: LP Gas Container Storage  
454: Mall, Temporary Structure  
455: Mall, Place of Assembly  
456: Open Burning  
457: Private Hydrants, 1-5  
458: Private Hydrants, >5  
459: Private Hydrants, Modification  
460: Product Pump-over or Pump-out  
461: Special Extinguishing System to 5,000 SQ Feet  
462: Special Extinguishing System, 5,000 SQ Feet  
463: Special Extinguishing Systems Modification  
464: Spray Booth/Room/Area Installation  
465: Spray Booth/Room/Area Modification  
466: Standpipes, 1-4 Pipes  
467: Standpipes, >4 Pipes  
468: Standpipes, Modification  
469: Tents, Canopies ETC, Single  
470: Tents, Canopies ETC Each Additional  
471: Trade Shows 1-5,000 SQ Feet  
472: Trade Shows 5,000-50,000 SQ Feet  
473: Trade Shows >50,000 SQ Feet  
474: Underground Water Supply, First 150 Feet  
475: Underground Water Supply,>150 Feet  
476: Underground Water Supply, Modification

477: Access Gates/Fire Lane Installation  
478: Access Gates, Modification  
479: Aerosol Storage/Handling  
480: Amusement Building, Operation of  
481: High-Piled Storage >500 SF  
482: Hot Work, Temporary  
483: State Required License, Child or Adult <5  
484: State Required License, Child or Adult >5  
485: State Required License, Hospitals, Nursing Homes, Assisted Living, Behavioral Health  
486: State Required License, Liquor  
487: State Required License, Misc.  
488: Spraying/Dipping Operations, Hazardous  
496: Final Fire Hood Suppression System  
497: Final Fire Alarm  
498: Final Fire Sprinkler  
499: Final Fire Inspection