

**Starting March 15, 2010**

**On-line permits are only available to licensed contractors, unless the work is being done on a home that is intended for occupancy solely by the owner and is not intended to be for sale or rent (ARS 32-1121.A.5)**

**Instructions:**

**Please read all instructions before submitting your on-line permit application**

### **Water Heater Permits (Excluding Solar)**

Before you replace a water heater you will be required to obtain a permit.

Permits for **solar** water heaters cannot be issued via e-mail. You must submit plans for the complete solar installation to the city of Glendale which will be reviewed. For more information on permitting solar water heaters, please call 623-930-2800.

If you are replacing either your gas or electric water heater with one that has a Btu (British thermal unit) rating or electrical rating that is less than or equal to the unit you are replacing, you may do so by choosing one of these methods:

You may pay for your permit by phone; the City of Glendale accepts Visa, MasterCard and American Express.

### **E-Mail (Electronic)**

If you wish to apply for an on line permit, fill out the application,

[Click to Download application](#)

<http://www.glendaleaz.com/buildingsafety/documents/waterheaterpermits.pdf>

and e-mail it to: [DSONlinepermits@glendaleaz.com](mailto:DSONlinepermits@glendaleaz.com) by following these instructions:

Fill in the appropriate fields; save the application to your desk top or to a file of your choice; attach the application to an e-mail and send to:

[DSONlinepermits@glendaleaz.com](mailto:DSONlinepermits@glendaleaz.com)

You may alert the Development Services Center staff of your e-mail request by calling 623-930-2800 and requesting that your application be processed.

E-mailed application requests are checked several times a day. When your application has been processed someone from the Development Services Center will call you and you will be able to pay for your permit over the phone by credit card. The fee for this type of permit is **\$40.47\***. After the payment has been accepted we will e-mail your permit to you.

### **In Person**

If you are going to come to the city of Glendale to pick up your permit, please come to 5850 W. Glendale Avenue, 2<sup>nd</sup> floor, to the Development Services Center. Bring the completed printed copy of the application with you. If you do not have print capabilities, you may fill out an application at the Development Services Center. The current fee for permitting an over the counter water heater is **\$40.47\***. You may pay by cash, check, or credit card.

After receiving your permit and completing the installation, you will need to call for an inspection. The inspection phone number to call is 623-915-3263 and the inspection request number is 699.

**All of the information below the **\*\*COMPLETELY FILL OUT FORM\*\*** heading needs to be provided. Don't forget to provide your phone number on this permit application form. Forms submitted without all of the information provided will be returned to you for more information. If you have questions about the form or the process, please call 623-930-2800 and ask to speak with a Development Services Center representative.**

Also, remember that the T&P (temperature and pressure) valve is a key component of your water heater installation and must be installed and piped properly in order to pass inspection.

**\*These are the fees that are currently being used and are subject to periodic revisions. Please contact the city of Glendale at 623-930-2800 to verify the amount you will be charged for your water heater permit.**

#### AGREEMENT:

By completing the application on page three of this document I declare that all information contained in this application is true, correct, and complete; I understand that the requested permit will authorize only the work stated within the application; and I agree, on behalf of myself or my firm or corporation, to pay all fees, to perform all work, and to obtain all inspections in accordance with all applicable city of Glendale codes and ordinances. I understand that work beyond the scope of this permit will require additional permit(s) and fee, in which case this permit fee will not be refunded.

|   |  |  |          |              |           |                   |
|---|--|--|----------|--------------|-----------|-------------------|
|  |  | <b>CITY OF GLENDALE</b><br><b>BUILDING PERMIT APPLICATION</b><br><br>5850 West Glendale Ave<br>Glendale, Arizona 85301<br>(623) 930-2800 |          |              |           | <b>DATE STAMP</b> |
|   |  | Zoning Area  | Zip Code | Council Dist | Insp Area | Lot Coverage      |

**\*\* COMPLETELY FILL OUT FORM \*\***

|   |                      |                        |
|---|----------------------|------------------------|
| Date/Fecha:                             | Applicant/Aplicante: | Telephone/Telefono:    |
| Applicant Address/Domicilio:            |                      | City, State, Zip Code: |
| Project Name/Nombre del Proyecto:       |                      |                        |
| Project Address/Domicilio del Proyecto: |                      | Zip Code/Codigo:       |
| Parcel No./No. de Parcela:              | Subdivision Name:    | 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/Comments:      |  |                         |

|  |   |   |   |  |
|--|---|---|---|--|
| Permit Type:   | <input type="checkbox"/> Building<br><input type="checkbox"/> Electrical<br><input type="checkbox"/> Plumbing | <input type="checkbox"/> Mechanical<br><input type="checkbox"/> Fire<br><input type="checkbox"/> Water Heater | <input type="checkbox"/> Sign/Banner<br><input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Backflow<br><input type="checkbox"/> Demolition<br><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 Construccion:<br>\$ _____   |   |   |  |
| Contact Person/Persona de Contacto:  | Telephone/Telefono:<br>Email (Optional):  |   |   |  |