DEVELOPMENT SERVICES DEPARTMENT
Building Safety Division

BASIC INFORMATION SHEET

This sheet is provided for your information and is intended to inform you of some of the basic items required during construction so that you may plan in advance. **Keep it in an accessible location and refer to it often---it is very important! Should you have any questions regarding any items that may not be on this sheet, please give us a call. DO NOT GUESS!** This information is **not** all inclusive and may vary from project to project. The general office hours are M-F from 8:00 a.m. – 5 p.m. Building Safety's phone number is: 623-932-3004. The FAX number is: 623-932-3027. The Inspection Line is: 623-932-3494.

It shall be the duty of the permit holder or their duly authorized agent to contact the City when the work is ready for inspection. It is also the permit holder's responsibility to keep the job site clean and accessible as well as keeping all work exposed. For inspections at private residences, gates must be unlocked and all pets should be kept indoors. Also, the Inspectors will not enter a property where only a minor child is present. All inspection requests must be called in at least one business day before the actual inspection. The Inspector may arrive at your job site as early as 6:30 a.m. so please make sure the inspection is ready at that time. Unfortunately, due to many variables, we cannot give specific inspection times. No inspections are conducted on holidays or weekends.

The following *minimum* building inspections are required if they apply to your job. Others may also be required. Refer to the **Inspection Requests** information sheet on our website for further details on scheduling inspections.

- **Footings/Stems:** Full access to job site required. Lot lines to have string lines present. Forms, sleeves, rebar, Ufer, if required, to be installed and all loose dirt removed. Provide pad certification to Inspector.
- **Under Slab:** All plumbing, electrical to be installed, supported, exposed and sleeved. Backfill material no larger than 3/16" at least 12" around all plumbing pipes. Water test to be ready for viewing.
- **Pre-slab:** All interior bearing footings to be installed per plan including rebar. Wrap all ABS Pipe passing through slab. Box out plumbing as required. All trenches backfilled per Soils Report. Provide slab certification from Soils Engineer.

(ORDERING CONCRETE PRIOR TO INSPECTION APPROVAL IS DONE SO AT YOUR OWN RISK!)

- **Roof Nail/Strap and Shear:** Flashing installed at all windows and doors. All windows installed. All exterior shear walls and hardware installed per plan. Truss drawings/calculations on site for inspector.
- **Rough:** All rough plumbing, electrical, mechanical and framing to be complete and exposed for inspection. Plumbing shall be under test. Project shall be dried in. All hot water piping insulated.
- **Insulation:** Insulation installed per plans and manufacturer's specifications.
- **Drywall/Lathe**: All drywall nailed/screwed per plans and code. Lathe installed per manufacturer's specifications.
- **Electrical/Gas Meter Release:** All electrical trim installed and circuits labeled. Pressure test on gas line. This inspection to be called in PRIOR to Final Inspection. Allow time for gas/electric to be turned on by utilities. Once electrical and gas have been turned on, then a Final Inspection can be scheduled. ADDRESS MUST POSTED ON BUILDING FOR INSPECTION!
- **Final Inspection:** All work to be completed. For commercial projects, custom homes and residential sales models refer to the yellow Certificate of Occupancy Application handout available at the Building Safety office for further details. This Application must be completed in order to obtain a final inspection. Please note the requirements for Temporary Occupancy.

  Contact your Building Inspector and any other appropriate Departments (Fire, Engineering, Planning, etc.) at least several days or weeks before you plan to occupy the building so that you can work out the details of your Final Inspection. Do not wait until the last minute or you may miss your move-in date.

Residential: Provide Energy Star label in panel, if required. Also provide copy of stucco certification for one-coat stucco systems.

NOTE! IT IS ILLEGAL TO USE, OCCUPY OR *FURNISH* ANY STRUCTURE IN WHOLE OR IN PART UNTIL A FINAL INSPECTION HAS BEEN CONDUCTED.

SOME ADDITIONAL THINGS YOU SHOULD KNOW:

- Your Building Permit Number is: ____ - _____. You will need this number when you schedule inspections. Inspection requests must be called in prior to 3 p.m. each business day to obtain an inspection for the next business day. Requests called in after 3 p.m. will be conducted two business days after the request. You have until 4 p.m. to call inspections for the following business day when using the IVR.
- **Revisions to Plans:** Your City Approved plans must be on the job site and available to the Inspector. No revisions to these plans are permitted unless first approved by the Building Official. Contact your Inspector for details. Unauthorized revisions may cause the job to be stopped.
- **Expiration:** Your permit will expire if there is a lapse of 180 days between approved, required inspections. If the permit expires, a full permit fee is required to renew it.
- **Cancellations:** Make sure your inspection is ready before you call it in. If an inspection will not be ready, it must be cancelled BEFORE the Inspector arrives or there will be a reinspection fee in addition to a one-day waiting period. Contact Building Safety to cancel the inspection.
- **Punch Lists:** The Inspectors will not write up a lengthy punch list. If they have more than four or five items on the list, they will determine that the project is not ready for inspection and charge a reinspection fee. It is important that you walk your job before you schedule the inspection.
- **Special Inspections:** The superintendent is still responsible for notifying the City Inspector for special inspections even though the Special Inspector will be conducting the actual inspection.
- **Deferred Submittals:** All deferred submittals must be submitted to Building Safety for approval prior to installation.
- **Construction Noise:** This ordinance applies if your project is within 500 feet of a residential zoning district. April 15 – October 15: Concrete can be poured between 5 a.m. and 7 p.m. All other construction work must not begin until 6 a.m. and must cease at 7 p.m. October 16 – April 14: Concrete must not be poured until 6 a.m. and all other construction work must not begin until 7 a.m. and must cease at 7 p.m. ***Weekends and all city holidays (all construction work) must not begin until 7 a.m. and must cease at 7 p.m.***
- **Dust Control:** Dust control must comply with Maricopa County regulations.

OTHER DEPARTMENTS:

Also, please be aware that these other City Departments may have additional requirements for commercial projects. For specifics, give them a call. (Not all projects will require interaction with each of these Departments.)

DEPARTMENT	PHONE NUMBER	AREAS OF INVOLVEMENT
Planning and Zoning	623-932-3005	Exterior design issues, parking, signs, required yard setbacks, development stipulations, etc.
Engineering	623-882-7979	Grading, drainage, landscaping, underground utilities, etc.
Fire	623-932-3004	Fire sprinklers, alarms, fire lanes, extinguishers, hazardous materials, flammable liquids, etc.
Finance	623-932-3015	Utilities account, sales tax number, etc.
Public Works	Contact Engineering	

Detach this portion and return it to the Building Safety Division

Permit # ___-_____ **_____**

Project name

I have received and read this Basic Information Sheet and understand that as the owner and/or authorized agent I am responsible for full compliance with all Federal, State, County and City of Goodyear requirements and procedures.

_____	_____	_____	_____
Signature of Authorized Agent	**Date**	**Signature of Owner**	**Date**