



NO WORK CERTIFICATE OF OCCUPANCY GUIDE

When is a no work certificate of occupancy required?

In the City of Glendale, all NEW businesses, change of ownership, change of location/address, change of FEIN, and/or change of business name, are required to have a Certificate of Occupancy for the business

Certificate of Occupancy requirements:

1. If any construction work (Fire, Mechanical, Electrical, Plumbing or Structural) is being done or been done, submit a Permit Application and Tenant Improvement plan(s).
2. If no construction work is anticipated or was not done, submit a Permit Application for the “No Work Certificate of Occupancy” with the business name.

NWCO Procedure

Step 1. Submit a completed application: permits@glendaleaz.com.

Development Services staff will contact applicant via email for payment. Total Fee =\$114.35

Step 2. Schedule the Building Safety inspection.

If you have any questions, please contact Lucia Perrault, Small Business Coordinator, at 623-930-3133 or lperrault@glendaleaz.com

Common items reviewed:

1. Address and/or Suite number is clearly visible on the public entrance/exitdoor.
2. Exit signs are properly illuminated and visible.
3. Emergency lighting has been tested and is properlyworking.
4. Confirm that no required exits are blocked.
5. Existing or new required fire extinguishers are mounted per code and have a current servicetag.
6. Confirm that there are no exposed wiring and all electrical device cover plates are in place.
7. All Fire Alarm Panels shall be tested annually, and testing log is onsite.
8. All AFES (automatic fire extinguishing system) shall be tested annually, and testing log is onsite.
9. Exit Door Hardware: Select which door in the space is to be the main/customer entry door. Main Entry Door(s): Exit Sign, Double-Keyed Cylinder Lock with Indicator (locked/unlocked).
10. Signage above this door stating, “This Door Shall Remain Unlocked When Space Is Occupied.” This door shall also have a suite indicator/address or unit number as identification.
11. All required exit doors shall have ADA compliant hardware meaning that if the door has a deadbolt, a lever handle is required to release the locking mechanism and allowexiting.

****Please note the above list is not all inclusive and other items may be inspected. ****



CITY OF GLENDALE
DEVELOPMENT SERVICES DEPARTMENT
5754 W. GLENN DR.
GLENDALE, AZ 85301
623.930.2800
www.GlendaleAZ.com

PERMIT/PLAN REVIEW APPLICATION

COMMERCIAL AND MULTI-FAMILY RESIDENTIAL

PROJECT NAME/BUSINESS NAME:		PROJECT ADDRESS (STREET, SUITE, CITY, STATE, ZIP CODE):	
		PARCEL NUMBER:	Lot No:
PROJECT DESCRIPTION/SCOPE OF WORK:		<i>*Parcel number and Lot number can be located at www.mcassessor.maricopa.gov</i>	
No Work Certificate of Occupancy			
CONSTRUCTION VALUATION*: N/A		CONSTRUCTION TYPE:	OCCUPANCY TYPE:
CITY OF GLENDALE BUSINESS LICENSE NUMBER (Required for all Business Tenants):			
UTILITY COMPANY: ☐ APS ☐ SRP ☐ SWG		CONSTRUCTION AREA (SF)**:	
APPLICANT/CONTACT PERSON'S FULL NAME & COMPANY NAME (If Applicable):			
MAILING ADDRESS (STREET, SUITE, CITY, STATE, ZIP CODE):			
PHONE NUMBER:		EMAIL ADDRESS:	
PROPERTY OWNER'S FULL NAME OR COMPANY NAME (If Applicable):			
MAILING ADDRESS (STREET, SUITE, CITY, STATE, ZIP CODE):			
PHONE NUMBER:		EMAIL ADDRESS:	
CONTRACTOR'S COMPANY NAME (If Applicable):			
N/A			
MAILING ADDRESS (STREET, SUITE, CITY, STATE, ZIP CODE):			
N/A			
PHONE NUMBER: N/A		EMAIL ADDRESS: N/A	
AZ ROC NUMBER: N/A		LICENSE CLASSIFICATION: N/A	
I (the undersigned) understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the City of Glendale, Maricopa County and the State of Arizona. I further agree that the City of Glendale Development Services Department has the authority to enforce adopted building and fire codes and regulations not indicated on the construction documents.			
PRINTED NAME:		SIGNATURE ***:	DATE:

NOTES:

- * Construction Valuation shall include cost of material and labor for proposed work that is included in this application.
- ** Provide area included for construction that is proposed in this application.
- *** All applications will require a signature from the applicant prior to submittal acceptance (Digital Signature is acceptable)



Development Services Department No Work Certificate of Occupancy Inspection Procedure and Codes

Updated 3/17/2026

PROCEDURE FOR SCHEDULING “NO WORK” COO 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 the correct site address was spoken.
6. Enter the three-digit inspection code you want to schedule. (see list below)
7. Verify the correct inspection type was spoken.
8. Press 1 to schedule an inspection for the next business day (only if calling after 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 are scheduling on 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 your confirmation number is spoken.
13. Press zero for the operator at any time for assistance.

CITY OF GLENDALE “NO WORK” COO INSPECTION CODES REQUIRED:

162: Building No Work Certificate of Occupancy

And,

462: Fire Final No Work Certificate of Occupancy

GUIDELINES FOR BUILDING PERMITS

- Place job site copy in a prominent place.
- Keep approved plans on the job site 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.
- **NOTICE OF CONSTRUCTION START/STOP TIMES PER CITY CODE 25-68**

May 1st to October 15th; 5:00am to 7:00pm

October 16th to April 30th; 7:00am to 7:00pm

Concrete may be placed one hour prior to the above construction times.