



APPLICATION CHECKLIST

PERMANENT SIGN

SUBMITTAL REQUIREMENTS

- Completed [Permit Application](#)
- Owner authorization letter or [Owner/Applicant Authorization Form](#) if applicable
- Review fees, due at time of submittal ([see comprehensive fee schedule](#))
- Approval block – Provide an approval block 3.25" wide by 1.25" high in the same location on all sheets
- Site Plan
 - o Lot lines
 - o Existing structures
 - o Size and location of proposed structure dimensioned from lot lines and between structures
- Illuminated electrical signs require an electrical plan in compliance with 2017 NEC and be U/L listed per section 600.3
- Structural Design Analysis
 - Not required for:
 - o Pole signs with a membership to the Arizona Sign Associations
 - o Monument signs using a pre-approved wall model
- Contractors Business License
- Signs that are part of a Planned Sign Program (PSP) require written approval from the property owner

FOR OFFICIAL USE ONLY

Permit No. _____

Date Received _____