



APPLICATION CHECKLIST

PERMANENT SIGNS

SUBMITTAL REQUIREMENTS – completed online portal application with uploaded files below

FACE CHANGE ONLY - combine items below into one "SIGNS" file

- Site Plan**
 - o Parcel lot lines and address
 - o Existing structures
 - o Location of replacement sign(s)
- Sign Plan**
 - o Overall dimensions of each sign
 - o Sign copy including all text, graphics, and colors
 - o Materials type (Historic District only)

WALL MOUNT - combine items below into one "SIGNS" file

- Site Plan** – same items as FACE CHANGE above
- Sign Plan**
 - o Overall dimensions of each sign
 - o Sign copy including all text, graphics, and colors
 - o Materials type (Historic District only)
 - o Day/Night sign rendering(s)
 - o Lighting Plan (if applicable) – include electric circuit details and identify whether new or existing

MONUMENT - combine items below into one "SIGNS" file

- Site Plan**
 - o Parcel lot lines and address
 - o Existing structures, utilities (in-ground and overhead), easements, and setbacks
 - o Location of each existing and proposed sign dimensioned from lot lines and between structures
 - o Sight visibility
- Sign Plan**
 - o Overall dimensions of each sign
 - o Sign copy including all text, graphics, and colors
 - o Materials type
 - o Day/Night sign rendering(s)
 - o Lighting Plan (if applicable) – include electric circuit details and identify whether new or existing
- Engineered Foundation Plan and/or Retaining Wall (over 2') Plan**
 - o Footing sizing, retaining wall engineering over 2', point load sizing, and details. An engineered footing design is required for all signs 5 feet or more in height or retaining walls more than 2 feet in height OR provide pre-engineered Sign Association documents for foundation
- Engineered Attachment Design**
 - o Design meets 30lbs snow load, 105mph wind load, sealed by an Arizona Registered Structural Engineer
 - o OR provide pre-engineered Sign Association documents for foundation
- Elevation Plan**
 - o All four (4) sides to show height above grade
 - o Show all existing and proposed grade changes.
- Structural Plan and Calculations** - sealed by an Arizona Registered Structural Engineer

Additional Permits or Supporting Documents may be needed; contact other divisions to determine requirements

- ❖ Public Works Engineering and FEMA Floodplain: 928-777-1405, Option 3
- ❖ Fire Sprinklers and Wildland Urban Interface (WUI): 928-777-1445, Option 3

Applicant:	Property Address:	Permit #
Contractor:	Contractor ROC#:	Date Submitted: