



APPLICATION CHECKLIST

PERMANENT SIGN

SUBMITTAL REQUIREMENTS

- Completed application
- Owner authorization letter if applicable
- Submittal fee
- Site Plan (2 sets)
 - 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 2011 NEC and be U/L listed per section 600.3 (2 sets)
- Structural Design Analysis (2 sets)
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 _____