



Planning & Development Department



SIGNS

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Planning & Development
Department

APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE
Commercial Signs



Applications for commercial signs must be completed entirely at time of submittal. Refer to the checklist below to ensure all details are included for each application.

FREESTANDING SIGN REQUIREMENTS

1. **Site plans** (seven copies). Include vicinity map.
 - a. All freestanding signs require an engineered Grading and Drainage plan prepared in accordance with the Engineered Plan Submittal Checklist included in this packet, and in conformance with the commercial site plan exhibit attached. Per Section 602, and as detailed in Section 901, of the Drainage Regulations of Maricopa County: A drainage plan shall be required for all commercial development. Such plans shall be prepared, sealed and signed by an Arizona registered professional civil engineer.
 - b. Indicate the distance from lot lines to the new sign.
 - c. Provide landscaping around the base of the sign as required by the Maricopa County Zoning Ordinance. The ordinance requires four square feet of landscaping for each one square foot of sign area.
 - d. If the new free standing sign is located on a corner lot or in the vicinity of a driveway, the 25' visibility triangle must be identified.
 - e. Locations of all existing and new signs by type (including free-standing, directional, and temporary signs). Details must be supplied regarding all signs (by type) on the parcel, even if these signs are not directly related to the proposed signs.
 - f. Indicate building setbacks from property lines and distances between buildings.
 - g. Include a north arrow and scale. (Scale must be no smaller than 1" = 30') Large sites can have a 1" = 30' minimum detail and smaller scale overall site plan.
 - h. Show all building dimensions. Label and provide all property line dimensions, show all structures, existing and new on permit application, label intended use.
 - i. Show and label all easements. (i.e., drainage, ingress/egress, public utility easements, etc)
 - j. Indicate dedicated street access and names. Include existing and new items within road right of way.
 - k. Label the following: alignment of washes, slope and general elevation changes, and vegetation and parking. Include number of parking spaces, dimensions and location of site lighting.
 - l. For off-site advertising signs, identify the leased area.

APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE
Commercial Signs

FREESTANDING SIGN REQUIREMENTS CONTD.

2. **Construction plans** (three sets) drawn to scale.
 - a. Provide sign elevations which indicate overall height above grade. Sign copy must be included.
 - b. Engineering or ASA (Arizona Sign Association) charts are required for free standing signs which are six feet in height or greater.
 - c. If the sign has more than one face, show a plan view of the sign with dimensions.
 - d. Specify if the sign is illuminated (internally or externally), audible, or animated. If the sign is illuminated, the plans must indicate the location of the disconnect switch per the approved electrical code.

WALL SIGN REQUIREMENTS

1. **Site plans** (seven copies).
 - a. Identify the location of the building space to receive signs.
 - b. Label the location of the proposed sign on the site plan.
 - c. Indicate the distance from the corner of the building to the sign.
 - d. Indicate the overall dimensions of the building or suite.
 - e. Show customer parking and access to building on site plans.
 - f. An Aerial Photo may be acceptable for wall signs ONLY.
2. **Construction plans** (three sets).
 - a. Provide sign copy and dimensions. Include square footage of sign area.
 - b. Provide elevation, to scale, of suite or building where signs are to be located as required by the ordinance.
 - c. Specify if the sign is illuminated (internally or externally), audible, or animated. If the sign is illuminated, the plans must indicate the location of the disconnect switch per the approved electrical code.

FREESTANDING AND WALL SIGN REQUIREMENTS

1. Plan submittal size may vary as long as plans are drawn to scale and contain all necessary information. Acceptable formats may include, but are not limited to, 24" X 36", 11" X 17" and 8 ½" X 11"
2. A separate permit will be required for each type of sign; however, a single application may be used for submittal.
3. If the signs are not located on the parcel to which they refer, they are considered "off-site" advertising (billboards) and other submittal information may be required.
4. The current Assessor's parcel number is required; correct Assessor parcel numbers are critical for the review process.
5. If the contractor is known at time of submittal, please list on the Supplemental Information form.
6. **Current codes: 2009 IBC, 2009 IRC, 2008 NEC, 2009 IMC, 2009 IPC and 2009 IFGC (All as amended per the Maricopa County Local Additions and Addenda).**

TENANT IMPROVEMENT VERIFICATION

During the review of a sign application, record of a **Tenant Improvement (TI) Permit** associated with the applicant's tenant space will be verified. A **TI** permit is required for any change of tenant or construction within the building or suite. If a **TI** permit has not been issued, the permit applicant will be required to obtain one prior to the Zoning approval of the requested sign permit.

To apply for a TI permit, submit:

1. One Permit Application
2. One Contact Supplement Form
3. Seven site plans
4. Three architectural sealed floor plans
5. Applicant's Acknowledgement of Financial Responsibility

APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE
Commercial Signs

THE FOLLOWING AGENCIES MAY REQUIRE ADDITIONAL INFORMATION

- The Flood Control District and the Drainage Review Division may require additional information. Please contact Flood Control at (602) 506-1501 and Drainage Review at (602) 506-7149 before applying for a building permit.
- Call Maricopa County Department of Transportation (602) 506-8609 *BEFORE* installing items in right-of-way such as: driveway tie-in to roadway, mailbox post (wood, metal or block), landscape (rocks, trees, shrubs, etc.), and sidewalks (concrete or paved). If road dedication or permanent easement and right of way are required, contact the Department of Transportation, Engineering Division at 2901 W. Durango, Phoenix, (602) 506-8600 for further information.

NOTES

- Additional information may be required during the plan review process.

CONTACT INFORMATION

Registrar of Contractors
(602) 542-1525

Zoning Information
(602) 506-3201

Building and Drainage Inspections
(602) 506-3692

Blue Stake-locates underground utilities
(602) 263-1100

Building Code Information
(602) 506-7147

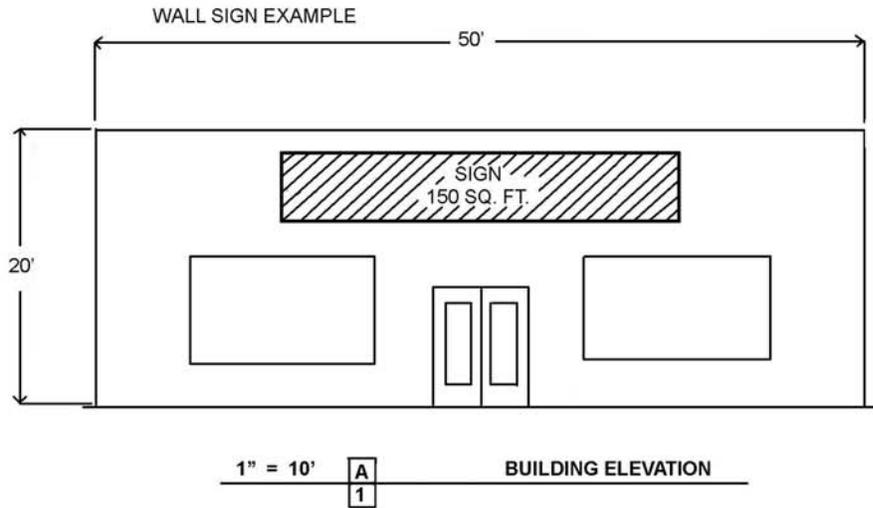
Flood Control District
(602) 506-1501



**Planning & Development
Department**



WALL SIGN EXAMPLE



BUILDING WALL FACE PLANE 20' X 50' = 1000 SQ. FT.

MAXIMUM ALLOWABLE WALL SIGNS 15% = 150 SQ. FT.

SIGN MAY BE ONE (1) 150 SQ. FT. SIGN OR ANY NUMBER OF SIGNS ADDING UP TO 150 SQ. FT.

SIGNS MUST FACE STREET OR PARKING LOT

WALL SIGN CHART EXAMPLE

SIGN	SQ. FT.	DESCRIPTION
A	50 SQ.FT.	MAIN "RETAIL STORE" SIGN - NORTH
B	30 SQ.FT.	"SPECIALS" SIGN
C	20 SQ.FT.	"NOW SHOWING" SIGN
D	50 SQ.FT.	MAIN "RETAIL STORE" SIGN - EAST
TOTAL	150 SQ.FT.	



Planning & Development Department

ENGINEERED PLAN SUBMITTAL REQUIREMENTS



Please check your plan against the listed items for compliance. The following checklist should be used as a guideline. Additional data may be required based upon complexity of the design and location. Submit the checklist with your revised plan of development.

Cover Sheet

- 1. Project Name & Address
- 2. Legal Description
- 3. Site Location Map
- 4. Engineer's Name, Address, and Phone Number
- 5. Tracking Number
- 6. Bench Mark/On Site Temporary Bench Mark (TBM)
- 7. General Notes/Legend
- 8. Arizona Registered Professional Civil Engineer's Seal and Signature

Site Plan Sheet

- 1. North Direction Arrow & Engineer's Scale
- 2. Property Lines/Dimensions
- 3. Building Envelope/Tracts/Easements/Floodplain Boundaries
- 4. Finished Floor Elevation & Statement, "Finished floors are free from inundation during a 100-year peak run-off event if constructed in accordance with approved plans."
- 5. Contour Lines/Spot Elevations
- 6. Drainage Patterns/Arrows/Grade Breaks
- 7. Washes & Swales
- 8. Perpendicular Cross Sections Through Site
- 9. Driveway Location
- 10. Culvert Cross Section & Profile
- 11. Fences/Block Walls with Type & Location of Drainage Openings
- 12. Septic Tank Location
- 13. On Site Temporary Benchmark (TBM)
- 14. Arizona Registered Professional Civil Engineer's Seal & Signature

Drainage Report (if required*, see Standard 6.13 for format and submittal requirements)

- 1. Drainage Area Map (based on best available data)
- 2. Hydrologic Analysis
- 3. Culvert Analysis
- 4. Channel/Wash Hydraulic Analysis
- 5. Erosion Protection Analysis
- 6. Arizona Registered Professional Civil Engineer's Seal & Signature

* Drainage reports are required based upon the complexity of the proposed construction, the level of the drainage hazard and the location of the proposed construction to the drainage hazard.



Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET



Licensing Timeframes – A.R.S. 11-1605

As of September 13, 2013, residential, subdivision and commercial design-build permitting projects have been exempted from the above referenced statute. Commercial and industrial permitting projects continue to have two review phases – Administrative (performed at the point of intake) and Substantive involving technical review of the submittal plans and documents.

Depending on the permit type, there may be multiple areas and departments reviewing the plan submittal, i.e., Zoning Plan Review, Building Plan Review, Drainage Plan Review, Environmental Services, the Flood Control District, and/or the Department of Transportation. Once all areas have reviewed, any comments will be sent by email in a Combined Review format listing each area and the results or findings. The combined review cycle must be complete prior to any resubmittal.

Any review comments or requests for supplemental information will reference the applicable ordinance, regulation or code supporting the comment / request.

Fee Information

- For residential projects, there is an online fee estimator to assist with planning / preparing for your project - <http://www.maricopa.gov/planning/Resources/Other/FeeSchedule.aspx>
- An upfront fee will be required upon acceptance.
- If the application / permit submittal is not approved on the initial review, full permit fees will be required at the time the revised submittal is accepted.
- Any remaining fee balance must be paid prior to permit issuance.
- If a permit application is denied, any unearned fees will be refunded.

Pre-Application Meetings

- Commercial projects will require a Pre-Application meeting at a cost of \$350.00
 - (Excluding wireless cell tower facilities, tenant improvements and those projects that participated in the Pre-Application process during the entitlement or Planning phase).
- Residential projects with an open Code Enforcement Violation case may be required to have a Pre-Application meeting prior to accepting the application / submittal packet at a cost of \$150.
- Residential projects may choose to participate or schedule a Pre-Application meeting at a cost of \$50.

Personal Guarantee of Financial Responsibility

I, _____, (print name) hereby absolutely, unconditionally and irrevocably guarantee to Maricopa County the prompt payment of any and all fees and charges in connection with this application, without the necessity of Maricopa County first seeking payment from the named applicant.

This includes that if at any time, a written cancellation is submitted for this project application, I personally guarantee prompt payment of the balance of any and all fees and charges incurred.

Initials: _____



Planning & Development Department BUILDING ACTIVITY APPLICATION PACKET

(Continued – Page 2)



Development Disclaimer Notice

By initialing / signing this application and disclaimer, I state that I am either the owner of record of the parcel and/or authorized by the owner(s) to represent them regarding the subject parcel. I understand that the issuance of a Building Permit for this property (APN _____) by Maricopa County **DOES NOT GUARANTEE THE AVAILABILITY OF POTABLE WATER AT THIS SITE.**

I also am aware and understand that issuance of the Building Permit does not obligate Maricopa County to issue a permit for electrical service for a shared well to serve this site, should this site be included within a private shared well agreement.

Initials:

PERSONAL ASSURANCE OF SUBMITTAL ACCURACY

I, _____, hereby unconditionally and without reservation guarantee and warranty to Maricopa County that the documents submitted to Maricopa County Planning and Development, including but not limited to the application materials and/or any and all site plan(s) and building plans, provide a true and accurate depiction of the requested construction and accurately reflect the existing conditions of the subject parcel.

I also certify, to the best of my knowledge, that each of the buildings, structures, and conditions reflected on the submitted plan is in compliance with the Maricopa County Zoning Ordinance, which may be found at http://www.maricopa.gov/planning/Resources/Ordinances/pdf/reform_ordinance/mczo1.pdf

I am aware that Maricopa County Planning and Development will rely upon the accuracy of the materials provided to perform a Zoning Clearance review, as required in the Maricopa County Zoning Ordinance, Section 1504.5. I have also seen and verified that the submitted site plan materials include and accurately provide all listed items on the Department’s Site Plan Checklist.

I am aware and understand that the issuance of a Building Permit does not represent that Maricopa County has verified or authenticated the veracity of any materials submitted in support of the application for permit. I understand that Maricopa County will issue a Building Permit based upon the subject materials and that any falsification of documentation submitted as part of this permit application may void the Building Permit upon which it is based.

In addition, issuance of a Zoning Clearance in conjunction with this application by the Department does not approve or imply the approval of other structures, permitted or unpermitted, which may be on the same property, but which are not the subject of this permit request.

Initials:



Planning & Development Department

BUILDING ACTIVITY APPLICATION



PARCEL #		CROSS STREETS:								
Is the property on Septic?		Yes		or		No		(circle one)		
Are there any Code violations on this property?		Yes		or		No				
Is there any other construction occurring on the property right now?		Yes		or		No				
Is your driveway tying into a Maricopa County right-of-way?		Yes		or		No				
CONSTRUCTION SITE ADDRESS:						City & Zip:		AZ		
OTHER INFO:		SUBDIVISION MOBILE HOME PARK (with Space or Lot #)								
DIRECTIONS TO JOB SITE:										
DETAILED WORK DESCRIPTION:										
EST. VALUATION OF PROJECT \$										
PROPERTY OWNER – Last Name:						First Name:				
Mailing Address:										
Phone #:			Alt #:			Email:				
CIRCLE THE TYPE OF PERMIT(S)										
RESIDENTIAL:	New	New w/Basemt	SP #			Addition	Accessory	Alteration		
POOL / SPA:	Production	SP #			Custom	POOL BARRIER:		New	Existing	
MINOR:	Electrical	Plumbing	Mechanical	Non-Tech	Demo					
COMMERCIAL:		New	Addition	Accessory		→ Sign	Wall or Monument	Tenant Imprvmt		
Name of Co.:										
GRADING:	Paving	Subdiv. Infrastr.	Infrastr	FENCE:	CMU	Iron	Chain	Pipe	HT	LF
FACTORY BUILT:	Mobile	Multi-Sect	Manuf	Yr.	FBB type:		FBB #:			
COMPLIANCE:	Drainage	Building	Group	Fire	Code					
UTILITIES TO PROPERTY		Electric Co:				Gas / Propane:				
Water Co:		Sewer / Septic:				Fire District:				
<p>The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel for the purpose of building inspections, zoning enforcement and the provision of emergency services. I agree to abide by all of the development laws of Maricopa County. The information and plans provided are correct to the best of my knowledge including recorded lot dimensions and structure locations. I understand filing of an application containing false or incorrect information, with the intent to avoid the licensing requirement of ARS Title 32, is falsification pursuant ARS section 13-2701 and is a class 2 misdemeanor.</p>										
Owner / Builder will do the work themselves, with their own employees, for owner's use and not for sale or rental within one year of completion.								YES	NO	
Owner / Applicant is claiming another exemption under ARS, Section 32-1121.A. A signed statement from the Registrar of Contractors verifying exemption must be attached.								YES	NO	
PRINT NAME:				(Circle One) →		OWNER	CONTRACTOR	AGENT		
SIGNATURE:							DATE:			



**Planning & Development
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CONTACT SUPPLEMENTAL



EMAIL ADDRESS IS REQUIRED FOR ALL APPLICATIONS

CONTRACTOR INFORMATION / LICENSED CONTRACTOR VERIFICATION

Provide your information below and if licensed, verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2.

LICENSE NUMBER _____ NUMBER _____ CLASS _____		TRUST ACCOUNT NUMBER:	
AND CLASS:			
TYPE OF LICENSE: Check one:	Architect <input type="checkbox"/>	Contractor <input type="checkbox"/>	Developer <input type="checkbox"/> Engineer <input type="checkbox"/>
COMPANY NAME:			
STREET ADDRESS:			
CITY/STATE/ZIP:			
MAILING ADDRESS: (If different from above)			
CITY/STATE/ZIP:			
CONTACT 1:		CONTACT 2:	
TITLE:		TITLE:	
PHONE NUMBER: ()		PHONE NUMBER: ()	
ALTERNATE NUMBER: ()		ALTERNATE NUMBER: ()	
BUSINESS FAX: ()		BUSINESS FAX: ()	
E-MAIL:		E-MAIL:	

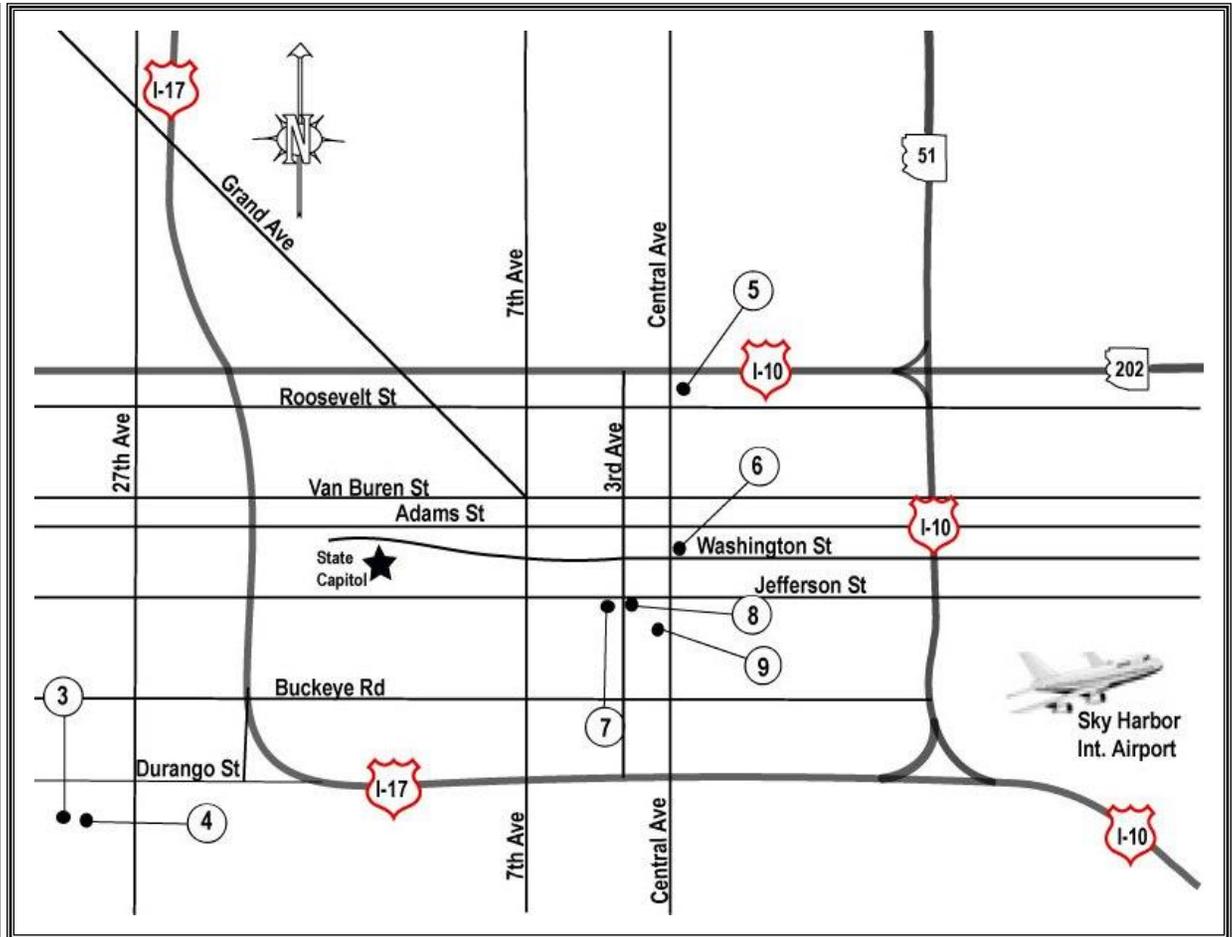
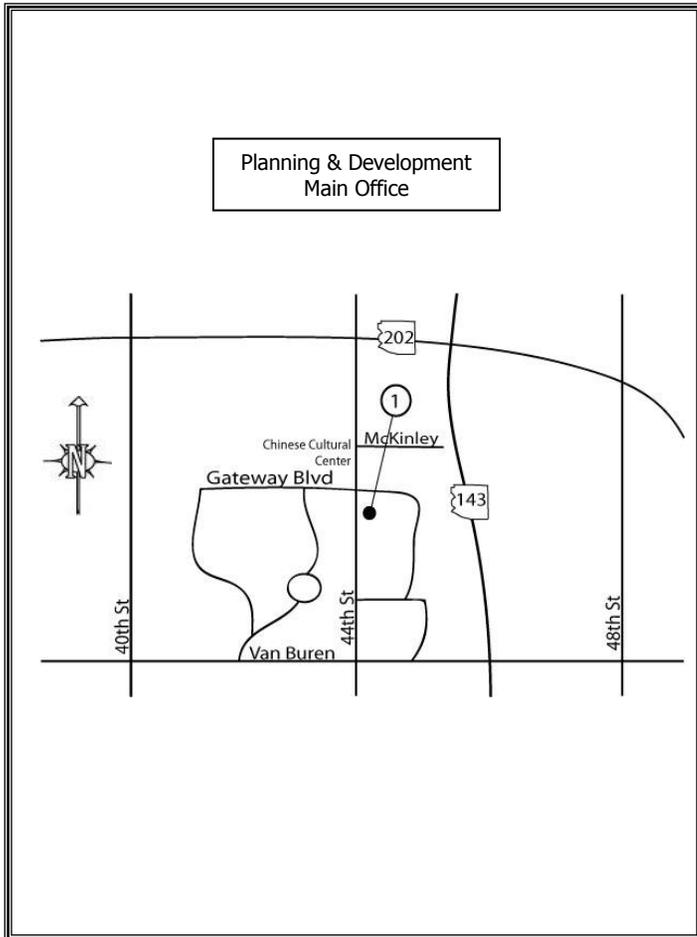
OWNER / AGENT / CONTACT INFORMATION

OWNER NAME:	BUSINESS NAME:
ADDRESS:	ADDRESS:
	CONTACT 1:
	PHONE NUMBER: ()
PHONE NUMBER: ()	CONTACT 2:
ALTERNATE: ()	PHONE NUMBER: ()
FAX NUMBER: ()	FAX NUMBER: ()
E-MAIL:	E-MAIL:



Planning & Development Department

PERMITS FACILITIES DIRECTORY



1.) Planning & Development (602) 506-3301
 501 N. 44th St, Suite 200 Fax: (602) 506-3601

3.) Department of Transportation (602) 506-8609
 2901 W. Durango St.

4.) Flood Control District (602) 506-2419
 2801 W. Durango St.

5.) Environmental Services (602) 506-6616
 1001 N. Central Ave

6.) B.L.M. (602) 417-9200
 1 N. Central Ave

7.) Assessor's Office (602) 506-3406
 301 W. Jefferson St.

8.) Recorder's Office (602) 506-3535
 111 S. 3rd Ave

9.) Sheriff's Office (602) 876-1070
 201 W. Jefferson St.
 (Records & ID)