



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.

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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, one line diagrams are required and 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, one line diagrams are required and must indicate the location of the disconnect switch per the approved electrical code.

APPLICANT'S GUIDE TO BUILDING PERMIT ISSUANCE
Commercial Signs

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: 2006 IBC, 2006 IRC, 2005 NEC, 2006 IMC, and 2006 IPC (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

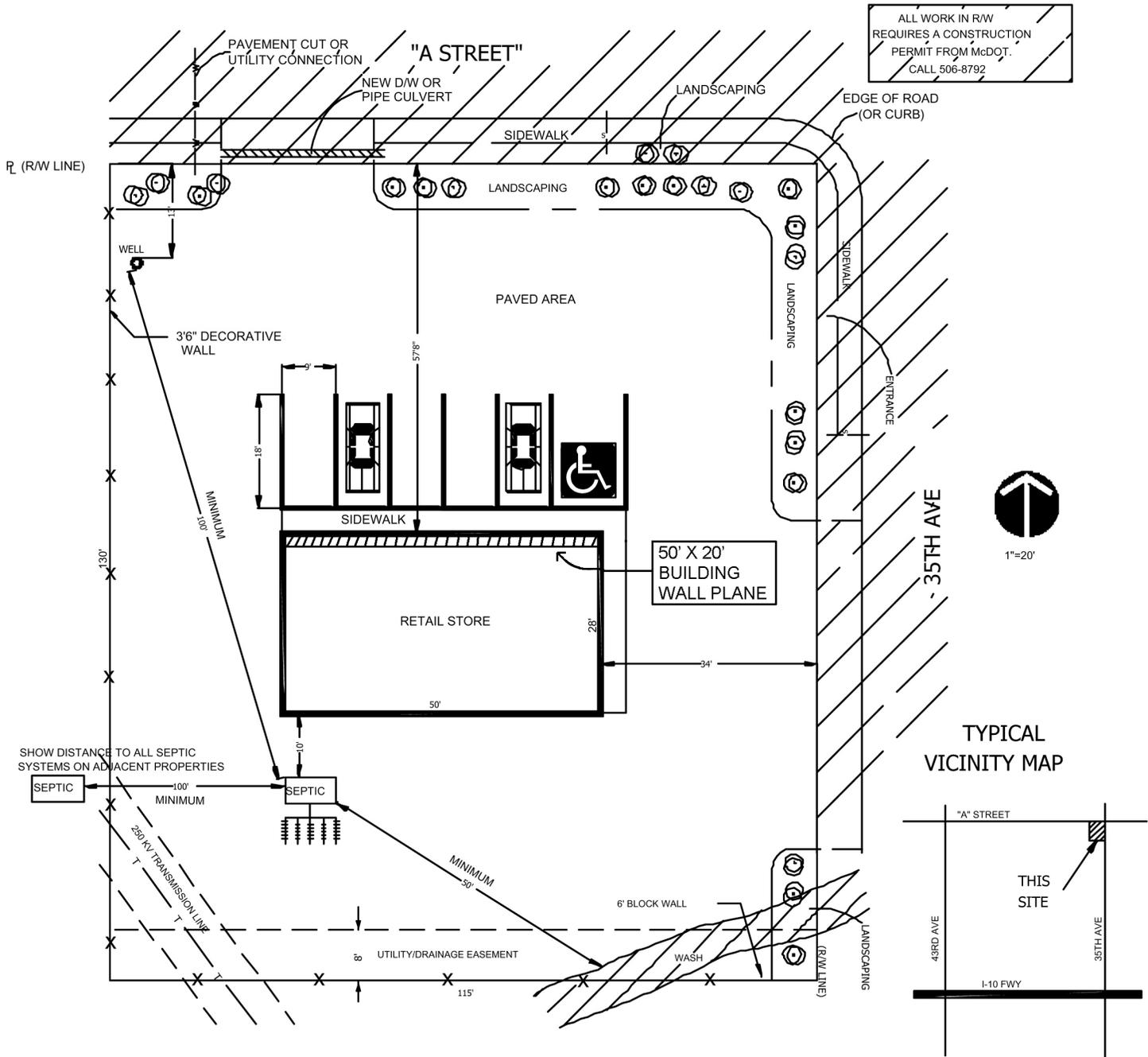
Blue Stake-locates underground utilities
(602) 263-1100

Building Code Information
(602) 506-7147

Flood Control District
(602) 506-1501



Planning & Development
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SIGNS
TYPICAL COMMERCIAL SITE PLAN



PLEASE VERIFY ALL REQUIREMENTS FROM THE FOLLOWING MARICOPA COUNTY AGENCIES PRIOR TO DRAWING SITE PLAN: PLANNING AND DEVELOPMENT, ENVIRONMENTAL SERVICES, DRAINAGE REVIEW AND DEPARTMENT OF TRANSPORTATION.

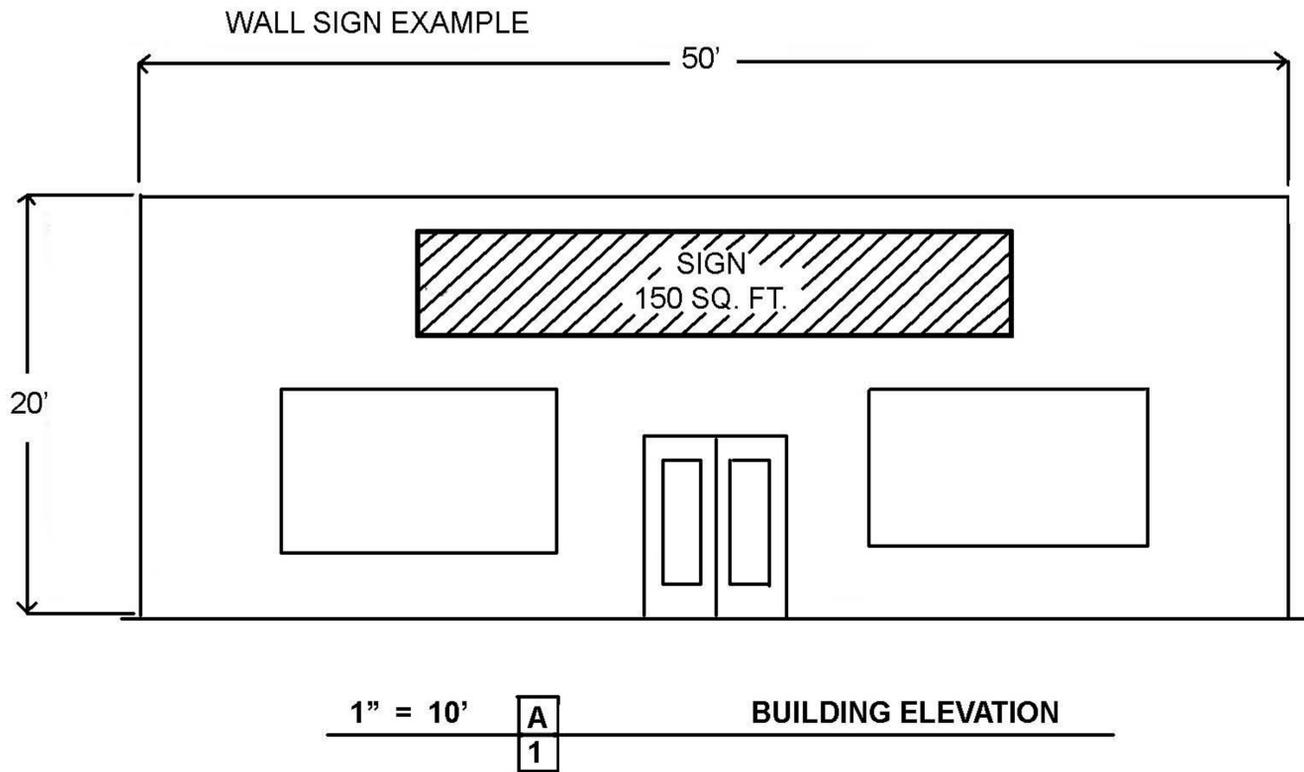
**SAMPLE ONLY (DRAWING SHOWN IS NOT TO SCALE)
ADDITIONAL DETAILED PLANS MAY BE REQUIRED**



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

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

If you have any questions, please contact _____



**Planning & Development
Department
BUILDING ACTIVITY APPLICATION**



CURRENT ASSESSOR'S PARCEL NUMBER:	- -	CONSTRUCTION SITE ADDRESS:	
GO TO PERMIT NUMBER:	(Department use only)		Number- Fraction-Direction- Street Name Suffix
MAJOR CROSS STREETS:			City State Zip Code
PROPERTY OWNER INFORMATION		GENERAL INFORMATION	
Last Name:		Subdivision:	
First Name:		Mobile Home Park Name:	
Mailing Address:		Lot #:	Block #: Space #:
City:		Tract #:	
State: Zip Code:		Lot Sq. Ft.:	
Country If Other Than U.S.:		Valuation of Project:	
Day Phone: ()		WORK DESCRIPTION	
Alternative Phone: ()			
Fax Number: ()			
Email:			
DIRECTIONS TO JOB SITE			
		Related case # (if applicable):	
UTILITIES TO PROPERTY			
		Electric Co.	Water Co.
		Gas Co.	Sewer Co.
		Fire District.	
COMMERCIAL		MINOR BUILDING PERMIT	
NEW : <input type="checkbox"/>	ADDITION: <input type="checkbox"/>	A/C UNIT: <input type="checkbox"/>	
TENANT IMPROVEMENT: <input type="checkbox"/>		ELECTRICAL: <input type="checkbox"/>	
Business Name:		AMPS:	
Signs: <input type="checkbox"/>	Type: Sign Area:	GAS LINE: <input type="checkbox"/>	
RESIDENTIAL		OTHER: <input type="checkbox"/>	
NEW: <input type="checkbox"/>	ADDITION: <input type="checkbox"/>	Specify:	
Standard Plan No:		GRADING PERMIT:	
Option No:		GRADING PERMIT: <input type="checkbox"/>	
REMODEL (Interior work only): <input type="checkbox"/>			
ACCESSORY BUILDING: <input type="checkbox"/>		MOBILE HOME/MOVE-ON PERMIT	
Type:		MOBILE HOME: <input type="checkbox"/>	
POOL: <input type="checkbox"/>		MULTI-SECTIONAL: <input type="checkbox"/>	
Standard Plan No:	Option No:	MANUFACTURED HOME: <input type="checkbox"/>	
FENCE: <input type="checkbox"/>	POOL BARRIER <input type="checkbox"/>	Year of MH:	
Fence type:	Height:	Lin Ft:	MOVE-ON : <input type="checkbox"/>
COMPLIANCE INSPECTION			
Type: <input type="checkbox"/>			
<p>The owner or authorized agent for the owner of the subject lot or parcel guarantees access to Maricopa County personnel and appropriate emergency service providers 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 that the 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 13-2704 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 <input type="checkbox"/>	NO <input type="checkbox"/>
I certify that the building(s) included on the attached site plan do not have wastewater plumbing, that no part of the building(s) or vehicle access is within 10' of the septic system, and that no part of the proposed construction will negatively impact the septic system.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is your driveway tying into a Maricopa County right-of-way?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
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 <input type="checkbox"/>	NO <input type="checkbox"/>
OWNER / AGENT / CONTRACTOR'S SIGNATURE: (Circle One)			DATE:



**Planning & Development
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CONTACT SUPPLEMENTAL



Complete applicable sections below.

TRACKING NUMBER:

LICENSED CONTRACTOR VERIFICATION

Verify that you are a licensed contractor under ARS Title 32, Chapter 10, Article 2 by providing information below.

LICENSE NUMBER AND CLASS:	NUMBER	CLASS	TRUST ACCOUNT NUMBER:
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 PERSON 1:		TITLE:	
PHONE NUMBER:	()	ALTERNATE PHONE:	()
CONTACT PERSON 2:		TITLE:	
PHONE NUMBER:	()	ALTERNATE PHONE:	()
FAX NUMBER:	()	E-MAIL:	

AGENT/CONTACT INFORMATION

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