City of Tempe
P.O. Box 5002
21 E. Sixth Street, #208
Tempe AZ 85280
480-350-8435
www.tempe.gov

Community Development Department
Code Compliance

# SIGN PERMIT SUBMITTAL CHECKLIST

*The following checklist has been created to identify documents necessary for acceptance of your sign application. The Community Development Department is unable to accept incomplete applications.*

## SIGN PERMIT APPLICATION

☐ Completed project submittal form with signature

☐ Completed sign permit application

☐ Two – 8 ½ " x 11" or 11" x 17" scaled drawings of all proposed signage including:

- Site Plan
  - Identify the exact location of the business on site
  - Identify property lines
  - Identify existing and proposed freestanding sign locations including setback dimensions as measured from the property lines and other relevant dimensions
  - Provide site address
  - Property line dimensions of each individual parcel adjacent to streets
  - Provide street names
  - Provide a floor plan for tenant space within a multi-tenant building

☐ Two – 8 ½ " x 11" or 11" x 17" scaled drawings of all proposed signage including:

- Elevations
  - Provide a clean, clear black line or colored elevation showing proposed location of signs and any existing signs for the business
  - Identify the dimensions of the sign on the building
  - Identify the horizontal and vertical background area surrounding the proposed sign
  - Identify the total height of the sign as measured from nearest adjacent curb
  - Identify the linear footage of the business frontage(s)

- Details
  - For multi-tenant sites refer to the existing sign criteria for requirements
  - Provide an enlargement of proposed sign with dimensions
  - Provide description of sign (construction materials, illumination, colors, depth of return, etc.)
  - Provide details to support the sign is complimentary to the existing site design in design features, materials and colors
  - Provide stamped engineering calculations of all freestanding signs over eight (8) feet in height and all signs projecting more than sixteen (16) inches from the building facade.
  - Provide footing details for all freestanding signs including pipe size, footing depth, footing diameter, rebar, etc.
  - Identify any existing site conditions that may conflict with sign installation (landscape, light poles, building mounted lighting, address numerals, etc.)
  - Provide sign contractor information
  - Provide electrical specifications for illuminated signs
- Section
  - Provide cross-section detail of building mounted sign and it's attachment to the building
  - Provide cross-section detail of freestanding sign

# Project Submittal Application

City of Tempe
Community Development Department
31 E. 5th Street, Garden Level, Tempe, AZ 85281
Building Safety - Phone:480-350-8341 Fax:480-350-8677
Planning - Phone: 480-350-8331 Fax: 480-350-8872
www.tempe.gov

Tempe

**Project Information - Required**

| | |
|---|---|
| Project Name: | |
| Project Address: | **Suite No.:** ☐ |
| Proposed Use of Building/Suite: | **Existing Zoning:** ☐ |
| Legal Description: ☐ Attached | **Parcel No.:** ☐ |
| Description of Work/Request: | |
| | **Valuation** (for building plan review only): |

**Applicant Information - Required**

| | | | |
|---|---|---|---|
| Company or Firm Name: | | | Telephone 1: ( ) Ext:_____ |
| Applicant's Name: | | | Telephone 2: ( ) Ext:_____ |
| Applicant's Street Address : | | | Fax: ( ) |
| City: | State: | Zip: | Email Address(es): |
| **Applicant Signature:** | | | **Date:** |

**For City Use Only**

| **Planning** | **Fees** |
|---|---|
| ☐ SPR | |
| ☐ Dev Plan Review | |
| ☐ Sign Permit | |
| ☐ Use Permit | |
| ☐ Variance | |
| ☐ General Plan Amend | |
| ☐ Zoning Amend | |
| ☐ Zoning Verification Letter | |
| ☐ Subdivision/Condo | |
| ☐ PAD Overlay | |
| ☐ Legal Posting Signs | |
| ☐ Administrative Decision | |
| ☐ Abatement | |
| ☐ Shared Parking | |
| ☐ CCR Review | |
| ☐ Continuance | |
| ☐ Appeal | |
| ☐ Other _____ | |
| **Fire** | |
| ☐ Tanks | |
| ☐ Spray Paint Booth | |
| ☐ Special Extinguishing | |
| ☐ Fire Alarm | |
| ☐ Kitchen Hood System | |
| ☐ Rack Storage | |
| ☐ Hazmat | |
| ☐ Other _____ | |

**Building**

- ☐ New Building
  - ☐ Complete
  - ☐ Prelease
  - ☐ Basic
- ☐ Add/Alt
- ☐ TI
- ☐ AFES (O/H)
- ☐ MF
- ☐ NRes
- ☐ Res Remodel/Add
- ☐ Pool
- ☐ Demo
- ☐ Grading Only
- ☐ Phased Constr
- ☐ Phased Constr w/UG MEP
- ☐ Structural Frame
- ☐ MEP Only
- ☐ Mobile Home
- ☐ Factory Built Bldg
- ☐ Deferred submittal
- ☐ Revision
- ☐ New Standard
- ☐ Permits based on Standard # _____
- ☐ Suiting
- ☐ Other_____

**Engineering**

- ☐ Engineering
- ☐ Revision

**Tracking Nos.:**

DS_____
BP_____
EN_____
PL_____
X_____
PC_____
PPC_____
CA_____
FR_____
RA_____
SGN_____
PF_____

**MCA Code:**

**File With:**

**Received By:**

**Submitted Materials**:

_____Building _____Fire
_____Planning _____Signs
_____Engineering

- ☐ Spec Book(s)
- ☐ Structural Calcs
- ☐ Truss Calcs
- ☐ Hydraulic Calcs
- ☐ Parking Analysis
- ☐ Lighting Cut Sheets
- ☐ Soils Report
- ☐ Report
- ☐ Materials
- ☐ Color Board
- ☐ Haz Mat Form
- ☐ Other:

**Total Valuation:**

**Total Submittal Fees:**

**Validation:**

**Date Stamp:**

**Planning Submittals are Subject to Dissemination to the Public**
**Please See Reverse for Instructions, Submittal Information and Time Limit of Application**

# COMMUNITY DEVELOPMENT
## Sign Permit Application

| REQUIRED* | PROPERTY OWNER INFORMATION | | | | |
|---|---|---|---|---|---|
| BUSINESS NAME: | | | | | |
| CONTACT NAME: | | | | | |
| ADDRESS: | | | | | |
| CITY: | | STATE: | | ZIP: | |
| PHONE: | | | | | |
| FAX: | | | | | |
| EMAIL: | | | | | |

| Required if Property Owner is different than Business Owner | BUSINESS OWNER INFORMATION | | | | |
|---|---|---|---|---|---|
| BUSINESS NAME: | | | | | |
| CONTACT NAME: | | | | | |
| ADDRESS: | | | | | |
| CITY: | | STATE: | | ZIP: | |
| PHONE: | | | | | |
| FAX: | | | | | |
| EMAIL: | | | | | |

| Required if Business Owner is different than Applicant | APPLICANT INFORMATION | | | | |
|---|---|---|---|---|---|
| BUSINESS NAME: | | | | | |
| CONTACT NAME: | | | | | |
| ADDRESS: | | | | | |
| CITY: | | STATE: | | ZIP: | |
| PHONE: | | | | | |
| FAX: | | | | | |
| EMAIL: | | | | | |

| REQUIRED SIGNATURE | |
|---|---|
| I hereby apply for a sign permit with the City of Tempe and am familiar with the submittal requirements used in the evaluation of signs. I understand that if my application is not complete in all respects, it will result in processing delays. | Applicant Signature _____ Date _____ |

PRINT