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
☐ Completed contractor's license and bonding affidavit
\square Two $-$ 8 $\frac{1}{2}$ " 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:

o 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)

o 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



Project Information - Required Project Name: Project Address: Suite No.: Proposed Use of Building/Suite: **Existing Zoning:** Parcel No.: Legal Description:

Attached Description of Work/Request: Valuation (for building plan review only): Applicant Information - Required Company or Firm Name: Telephone 1: Ext: Telephone 2: Applicant's Name: Applicant's Street Address: Fax: State: Email Address(es): City: Zip: **Applicant Signature:** Date: For City Use Only Planning Fees Building Submitted Materials: Engineering □ SPR □ New Building □ Engineering Building Fire □ Complete □ Revision □ Dev Plan Review Planning _Signs □ Prelease Tracking Nos.: ☐ Sign Permit □ Basic Engineering □ Add/Alt □ Use Permit □ Variance ☐ Spec Book(s) ☐ Soils Report ☐ AFES (O/H) □ Structural Calcs □ Report ☐ General Plan Amend □ MF □ Truss Calcs □ Materials ☐ Zoning Amend □ NRes □ Hydraulic Calcs ☐ Color Board □ Zoning Verification Letter ☐ Res Remodel/Add □ Parking Analysis □ Haz Mat Form □ Subdivision/Condo □ Pool □ Lighting Cut Sheets □ Other: □ PAD Overlay □ Demo Total Valuation: □ Legal Posting Signs ☐ Grading Only PPC_____ ☐ Administrative Decision ☐ Phased Constr Total Submittal Fees: □ Abatement ☐ Phased Constr □ Shared Parking w/UG MEP □ CCR Review □ Structural Frame □ Continuance ☐ MEP Only □ Appeal ☐ Mobile Home SGN_ ☐ Factory Built Bldg Validation: □ Other □ Deferred submittal Fire □ Revision MCA Code: □ Tanks □ New Standard ☐ Spray Paint Booth □ Permits based File With: □ Special Extinguishing on Standard # Date Stamp: ☐ Fire Alarm □ Suiting ☐ Kitchen Hood System □ Other Received By: □ Rack Storage □ Hazmat □ Other

COMMUNITY DEVELOPMENT Sign Permit Application



REQUIRED*	PROPERTY OWNER INFORMATION	N	
BUSINESS NAME:			
CONTACT NAME:			
ADDRESS:			
CITY:		STATE:	ZIP:
PHONE:			
FAX:			
EMAIL:			
Required if Property Owner is different than Business Owner	BUSINESS OWNER INFORMATION	l	
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 C requirements used in the evaluation of s complete in all respects, it will result in pro	city of Tempe and am familiar with the submittal igns. I understand that if my application is not occasing delays.	Applicant Signature	Date

Applicant Signature

Date

AFFIDAVIT OF CONTRACTOR LICENSE AND BONDING

City of Tempe Development Services Dept. Building Safety Division 31 East Fifth St. Tempe, AZ 85281 (480) 350-8341



Pern	nittee:	Check o	one of the following boxes:	[] Contractor [] Architect/Engineer	[] Owner [] Other			
Pern	nit No(s):							
Decl	arations:	CONTI	CONTRACTORS shall provide the following information:					
	I hereby affirm that the permittee is currently licensed under the provisions of ARS Title 32, Sec. 32-1101 through Sec. 32-1198.							
		Compa	ny Name:	Phone Number:				
		Address:						
		Contrac	etor's Lic. No.	State Sales Tax Lic. No				
		City Sales Tax No.						
		Exemption: Those qualifying for exemptions from ARS Title 32, Sec. 32-1101 through Sec. 32-1198, shall check the appropriate box below.						
		I hereby affirm that the permittee is exempt from licensing for the following reason:						
		[] Governmental. Agency of the U.S. Government, State of Arizona, County, Municipality or Political Subdivision. (ARS Sec. 32-1121.A.1)						
	Owner/Builder. Improving owner(s) property themselves or jointly with licensed contractors said improvements are not for sale or rent. (ARS Sec. 32-1121.A.5)				intly with licensed contractors and5)			
		[] Residential Owner. Owner(s) of residential property using only licensed contractors (ARS Sec. 32)						
		[]	Architect/Engineer. Engaging contracting (ARS Sec. 32-112		ed in ARS Title 32 Chapter 1, and not engaging in			
		[]	Other (state reason).					
NOT	E: If one	of the box	es above is marked, a Proper	ty Owner Declaration must be on	file before Final Inspection will be approved.			
Bonding Information: I (am) (am not) a prime c If you are a prime contract			actor on this project. the following information is requir	ed.				
1.	yes	no	Do you have a principal place where a person has continuou twelve consecutive months.	of business in this state? A "princ sly operated a facility with at least	ipal place of business" means a location one full-time employee for the preceding			
2.	yes	no	Will the total gross receipts for	or your contract be less than \$50,00	0?			
			Arizona Department of Reven	ue or the Director's agent that the i	otain a certificate from the Director of the requirements have been met before permit(s) Def: ARS Sec. 42-1101.01, 42-5001)			
Sign	ature:				Date:			
-		(Permit	tee or Authorized Agent)					