

CASE NO. _____
Approved by: _____
Date: _____
Fees: _____

## SIGN - PERMANENT /TEMPORARY PERMIT APPLICATION

(Incomplete applications will not be accepted)

Signage installed prior to approval and permit issuance will be cited.

PROJECT INFORMATION				
Business Name:			Business License #	
Address:				
Valuation of Sign Required:				
Approved Comprehensive Sign Plan:				
CONTRACTOR/APPLICANT				
Contact Name:			Company Name:	
E-mail address:				
Address:				
City:		State:		Zip Code:
Phone Number:			Fax Number:	
ROC Contractor License #:		AZ Sales Tax License #:		City Sales Tax License #:
PROPERTY OWNER				
Name:				
Address:				
City:		State:		Zip Code:
Phone Number:			E-mail address:	
Property Owner Authorization/Signature:			Print Signature:	
DESCRIPTION OF WORK				
Quantity	Type of Sign	Square Footage	Height (freestanding only)	Sign Fee
<b>Unauthorized Installation = Double Applicable Fees</b>				
<b>_____ PERMANENT SIGN</b> <ul style="list-style-type: none"> <li>• Plan review fee - \$30</li> <li>• Electrical Fee - \$40 per sign</li> <li>• Permit Fee *</li> <li>• Submit checklist requirements</li> </ul>		* Permits are calculated by the following: <ul style="list-style-type: none"> <li>➤ 0 – 31 sq. ft. \$70.00 per sign</li> <li>➤ 32 – 47 sq. ft. \$100.00 per sign</li> <li>➤ 48 sq. ft. + \$155.00 per sign</li> </ul>		<b>_____ OFF-Premise Billboard</b> <ul style="list-style-type: none"> <li>• Subject to Development Agreement (\$510)</li> </ul>
<b>_____ TEMPORARY SIGN</b> <ul style="list-style-type: none"> <li>• Each sign - \$30</li> <li>• Submit checklist requirements</li> </ul>				
Review times in accordance with <a href="#">SB 1598 Policy</a> .				

**PERMANENT FREESTANDING SIGN**

**Site Plan (2 copies) with the following:**

- \_\_\_\_\_ Provide distance from leading edge of sign to back of curb.
- \_\_\_\_\_ Provide distance from any driveway to the leading edge of sign.
- \_\_\_\_\_ Location of any utilities or utility easements within 30 ft. of sign (above or underground)
- \_\_\_\_\_ Show sight distance triangle in accordance with City of Avondale Detail No. A1020 if located within 100 ft. of a street or driveway intersection.
- \_\_\_\_\_ Denote locations of any existing freestanding signs on the parcel or within the same multi-tenant center.

**Sign Elevations (2 color copies) with the following:**

- \_\_\_\_\_ Provide sign height from adjacent street grade.
- \_\_\_\_\_ Show length and width of sign structure.
- \_\_\_\_\_ Indicate method of illumination, if applicable.

**Installation detail/section drawing of sign including footing specifications.**

**Landscape Plan in compliance with Zoning Ordinance Section 907.B.3.**

**PERMANENT WALL MOUNTED SIGN**

**Site Plan with the following (2 color copies):**

- \_\_\_\_\_ Show location on the building where the wall mounted sign will be affixed.
- \_\_\_\_\_ Provide dimensions of all exterior walls of building or tenant suite on which the sign will be located.

**Sign Elevations with the following (2 color copies):**

- \_\_\_\_\_ On buildings over one story, indicate floors on elevation plan.
- \_\_\_\_\_ Show height and length of all wording, horizontal spacing, and insignia/logo.
- \_\_\_\_\_ Show color and materials of sign.
- \_\_\_\_\_ Provide elevation view of sign indicating location on building; to scale.
- \_\_\_\_\_ Provide dimension of sign from top of roof, side of building, and from any façade elements (windows, doors, awnings, columns, etc.).
- \_\_\_\_\_ Indicate method of illumination, if applicable.

**Installation detail/section drawing of sign.**

**TEMPORARY SIGN**

**Site Plan (1 copy) with the following:**

- \_\_\_\_\_ Provide distance from leading edge of sign to back of curb (freestanding sign only).
- \_\_\_\_\_ Provide distance from any driveway to the leading edge of sign (freestanding sign only).
- \_\_\_\_\_ Show location on the building where the temporary sign will be affixed (banners).
- \_\_\_\_\_ If applicable, approximate location of sign walker(s) only (max. 5 per application). Sign walkers may locate on private property with the permission of the property owner.

**Sign Elevation or Photograph (1 copy) with the following:**

- \_\_\_\_\_ Provide sign height from adjacent street grade (freestanding only).
- \_\_\_\_\_ Show length and width of sign.
- \_\_\_\_\_ Indicate how the sign will be affixed (banner) or anchored (freestanding).
- \_\_\_\_\_ Denote material of sign.