

City of Tempe
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Community Development Department
Planning Division

SIGN PERMIT SUBMITTAL CHECKLIST

NOTE: 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

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

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 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