



Sign Permit Submittal Checklist and Application

Submitting an application online:

1. Go to <https://www.chandleraz.gov/government/departments/city-clerks-office/public-records-request>
2. Log in, or register for an account if you are a new user
3. Under the **Planning** tab, select **Create an Application** choose the **Sign Permit** bullet point
4. Continue application and provide all required information including: Accurate property address with correct suite number if applicable, current licensed contractor information, and a sign/project cost or valuation - \$\$
5. Upload all of the required documents listed below

Required electronic documents:

Submit ONE ELECTRONIC COPY of all of the following documents in 8 ½ x 11 or 11 x 17 sheet sizes. After submittal is received and reviewed, reviewer may request additional documentation as necessary.

Documentation of Property Manager/Property Owner authorization for signs. Examples below:

- Letter from Property Manager/Property Owner
- An Authorization form used by contractor, completed and signed by Property Manager/Property Owner
- Sign details signed by Property Manager/Property Owner

Sign details which should include:

- Building elevations which show new sign proposed on building
- Sign type, illumination type, dimensions showing total sign height and width
- Sign cross-section
- Footing details for ground signs
- Complete description of sign materials and finishes
- Engineering for ground signs over 7 feet tall

Site Plan

- map or aerial photo that indicates locations of all proposed signs

We are here to help. If you require additional assistance submitting an application online, please do not hesitate to reach out via phone at 480-782-3074 or visit our office located at 215 E Buffalo St, Chandler AZ 85225

Fees:

See attached checklist for fee structure. No (up-front) fees required at time of submittal

Sign Permit Checklist

- 1) **Sign permit application:** Must contain Sign/Electrical/General contractor information. Must contain construction cost or project valuation.
- 2) **Scope of Work:** Please describe in short detail the work to be done. What types of signs are to be installed or constructed?
- 3) **Property manager/Owner Authorization:** This can be stamped signed details or letter/email from Landlord or property manager/Owner, authorizing sign installation.
- 4) **Sign details:** Two complete sets of sign details showing sign type/dimensions, cross sections, illumination, building elevations, footings (if applicable), etc. Submittal should include any monument sign tenant ID panels which must be reviewed along with building signage.

****All new sign permit submittals must be done through the electronic submittal portal. See instructions on top of sheet 1 of this packet. If you need assistance, send email to plans.coordination@chandleraz.gov**

Fees

(There are no up-front fees collected at time of application)

Illuminated Signs - Base sign permit fee is 2.5% of listed job valuation plus \$0.25 per square foot of sign area. There is a \$60 Electrical inspection fee added.

Non-illuminated Signs – Base sign permit fee is 2.5% of listed job valuation plus \$0.25 per square foot of sign area.

Inspections

ALL signs must be inspected after installation is complete. For illuminated wall signs and new freestanding monument signs, please call (480) 782-3100 to schedule Building Inspection for the 520-Electrical and/or 530-Footing inspection. These must be approved prior to scheduling the 510-Final. Non-illuminated wall signs and monument sign panels only need the 510-Final.