



**Chandler • Arizona**  
Where Values Make The Difference

# Sign Permit Application

*Note: If a branch circuit is not currently available for the sign, a licensed electrical contractor must obtain the permit.*

Date: \_\_\_\_\_  
Sign No: \_\_\_\_\_

Project Name:		
Address (including suite #)		City, State, Zip Code
Shopping Center/Subdivision Name		
Applicant/Contact	Telephone No.	E-mail Address
Contractor	Telephone No.	E-mail Address
Contractor's Address		City, State, Zip Code
Contractor's License No.	City Sales Tax No.	Total Construction Valuation (Bid price if applicable)
Scope of Work		
Applicant's Printed Name		Applicant's Signature
Property Owner's Printed Name		Property Owner's Signature
Building/Suite Frontage (as measured parallel to street) _____ <input type="checkbox"/> Existing Sign Face Change Only Type of Sign <input type="checkbox"/> On-site <input type="checkbox"/> Off-site <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Free-Standing <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated Type of Illumination: Neon _____ LED _____ Indirect _____ Other _____ Sign Dimensions: Height _____ Width _____ Depth _____		

<b>City Use Only</b>	
Total Area in Square Feet _____	
Sign Type: BI SS SD SID DS RE CS	Approved By: _____ Date: _____
Penalty Fee: _____ Sign Permit Fee: _____ Plan Check Fee: _____ Zoning: _____	
Comments (Special Conditions): _____ _____	

## Sign Permit Checklist

- 1) **Sign permit application:** Must contain Sign/Electrical/General contractor information. Must contain construction cost or project valuation.
- 2) **Property manager/Owner Authorization:** This can be stamped signed details or letter/email from Landlord or property manager/Owner, authorizing sign installation.
- 3) **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.

You may send application and all required documents/details to [Sign.Submittals@chandleraz.gov](mailto:Sign.Submittals@chandleraz.gov) to initiate a permit.

## 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 or freestanding monument signs, please call 480-782-3100 first, to schedule Building Inspection for the electrical or footing. Then once those are approved, you must call or email for site/sign final – 480-782-3065 OR [sign.inspections@chandleraz.gov](mailto:sign.inspections@chandleraz.gov).