



## Community Development and Public Works

Permitting Division

11000 N La Cañada Drive, Oro Valley, Arizona 85737 • 520-229-4800 • 520-742-1022 (Fax)

### **Banner submittal checklist for customer**

#### **Please submit the following items when applying for a banner permit**

1. Completed building permit application. Ensure all yellow highlighted fields are completed (see attached)
2. Site plan showing the location of the banner(s) shown. Staff can provide a map for you to mark the location. All banners must be located on private property.
3. Indicate if the sign will be on the building, a site wall or if it is freestanding.
4. Freestanding banners:
  - **Must be attached to a solid perimeter frame that matches the banner color.**
  - **The frame shall be anchored by posts with eyelets fastening the banner to the frame at two (2) foot maximum spacing, or in such a manner that the banner is taut and does not fold over.**
  - Note: Banners shall not be hung from another sign structure, landscaping, utility pole, or similar structure.
5. Description of sign
  - Drawing or photo of sign
  - Dimensions (height & width)
  - Type of materials: Banners must be made of durable mylar, nylon fabric, or similar material.
  - **Banner lettering, images and background may be any color including black and white, except florescent or iridescent colors.**
  - **Lettering shall be neat and legible copy.**
6. Dates the banner will be used.
7. Fees (**\$50.00 for each 30-day permit or \$50.00 for the 3 day event banner**)
8. Applicant may use attached worksheet (see attached)

**All banners or temporary signs submitted for review in the following developments will require written landlord approval per their sign criteria:**

- **Oro Valley Marketplace**
- **Innovation Corporate Center**

### **New Business Banner**

- i. A banner may be utilized for the purpose of a new business opening or change of ownership to promote a new business. For seasonal or special event banner signs, see subsections B.1.c and d of this section.
- ii. Quantity: One (1) banner per street frontage, per business. No more than two (2) banners shall be issued to any one (1) new business.
- iii. Area of Sign: Maximum sixty-four (64) square feet.
- iv. Height: Not to exceed the roofline of a building.
- v. Location: Must be installed on the site and/or tenant space of the business.
- vi. Duration: Banners are allowed for a period of thirty (30) days. One (1) extension for an additional thirty (30) days may be granted by the Planning and Zoning Administrator, due to extenuating circumstances. A written request must be submitted prior to the first thirty (30) day expiration. No more than one (1) extension may be granted in a calendar year.
- vii. Removal: A banner must be removed after thirty (30) days or if permanent signage has been installed prior to the expiration of a new business banner.

### **Seasonal or Event Banner**

- i. Definition: A seasonal or event banner may be used to advertise a seasonal or special event in any Commercial/Industrial Zoning District.
- ii. Quantity: One (1) freestanding sign per street frontage and/or one (1) wall sign. A business is allowed a maximum of four (4) permits per calendar year.
- iii. Area of Sign: Maximum sixteen (16) square feet for a freestanding sign and maximum twenty-four (24) square feet for a wall-mounted banner.
- iv. Height: Not to exceed four (4) feet from grade for a freestanding sign. Wall-mounted signs shall not exceed the roofline of a building.
- v. Location: On private property where the event is taking place and/or the merchandise is being sold.
- vi. Setback: None unless otherwise required.
- vii. Duration: Each permit shall not exceed thirty (30) days.

### **Three-Day Special Event Banner**

- i. Definition: A banner may be permitted on the day(s) of a special event, but shall not be used to advertise any event that exceeds three (3) days in duration.
- ii. Quantity: One (1) per street frontage. Not to exceed four (4) permits per calendar year.
- iii. Area of Sign: Maximum sixty-four (64) square feet.
- iv. Height: Maximum four (4) feet from grade for a freestanding sign. Wall-mounted signs shall not exceed the building roofline.
- v. Location: On private property where the event is taking place and/or the merchandise is being sold.
- vi. Setback: None unless otherwise required for public safety purposes.



## Customer worksheet for banner permit

Banner details needed to obtain a permit. Please complete all sections in red.

Width \_\_\_\_\_

Height \_\_\_\_\_

Banner text
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Total square feet of banner \_\_\_\_\_

### Dates:

Date banner will be installed on the property: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

*Most permits allow banners for 30 days. Some banner permits may have different time allowances.*

### Banner details:

Lettering, images and background may be any color except florescent or iridescent. Initial here to acknowledge \_\_\_\_\_

Must be made of durable mylar, nylon fabric or similar material. Initial here to acknowledge \_\_\_\_\_

Shall not be hung from another sign structure. Initial here to acknowledge \_\_\_\_\_

### Wall banners:

Will the banner be hung on a building wall? \_\_\_\_\_

Shall be securely anchored to the wall and/or parapet of the building where the business is located. Initial here to acknowledge \_\_\_\_\_

Must not be hung across columns over a sidewalk or walkway. Initial here to acknowledge \_\_\_\_\_

### Freestanding banners:

Will the banner be freestanding (installed on the ground)? \_\_\_\_\_

Must have a solid frame around the banner to support the banner. Initial here to acknowledge \_\_\_\_\_

Height of freestanding banner (from ground to top of banner) \_\_\_\_\_

*Most freestanding banners are allowed a maximum of 4' from grade.*

### Additional Notes:

**We recommend you check with your landlord or property manager for private rules and restrictions that may or may not allow temporary signs.** Initial here to acknowledge \_\_\_\_\_

A **site plan** is needed showing the location of the banner. Staff can print a map of your business location if needed. **Please mark an X on a site plan showing the banner location.**

## TOWN OF ORO VALLEY - BUILDING PERMIT APPLICATION

<b>APPLICANT TO FILL OUT TOP PORTION OF PERMIT APPLICATION (PLEASE PRINT)</b> <b>ALSO, PLEASE COMPLETE GRADING AND CONTRACTOR INFORMATION ON INSIDE.</b>	Permit # _____
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**\*\* NOTICE TO PERMIT HOLDER -** It is the applicant/ owner's responsibility to ensure all private rules and regulations of the subdivision are adhered to. Contact your HOA or property management to determine applicable requirements.

<b>PROJECT ADDRESS</b>	SUBDIVISION NAME
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SECTION/TOWNSHIP/RANGE	ASSESSORS PARCEL#	BOOK/PAGE/SHEET	OV CASE NUMBER	ZONING	LOT#
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<b>APPLICANT</b>	MAILING ADDRESS	CITY/STATE/ZIP
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PHONE FAX	E-MAIL
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<b>PROPERTY OWNER</b>	MAILING ADDRESS	CITY/STATE/ZIP
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PHONE FAX	E-MAIL
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<b>CONTRACTOR</b>	MAILING ADDRESS	CITY/STATE/ZIP
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PHONE FAX	E-MAIL
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CONTRACTOR'S ORO VALLEY BUSINESS LICENSE #	STATE TRANSACTION PRIVILEGE (SALES)TAX#	REGISTERED WITH ORO VALLEY FOR TOWN SALES TAX? YES ___ NO ___	CONTRACTOR'S LIC.#
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<b>ARCHITECT, ENGINEER OR DESIGNER (CIRCLE ONE)</b>	MAILING ADDRESS	CITY/STATE/ZIP
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PHONE FAX	E-MAIL
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<b>DESCRIBE WORK</b>
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ORO VALLEY MODEL# AND NAME/BUSINESS NAME IF COMMERCIAL PROJECT	<b>STATED VALUATION OF WORK</b>
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LIST MODEL OPTIONS (if Applicable)		DATE OF APPLICATION ____/____/____

**NOTICE:** §R105.1, IRC or §105.1, IBC Required. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

Application for which no permit is issued within 180 days following the date of application shall expire by limitation regardless of the status of the application, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. An extension may be requested in writing prior to expiration.

A permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. An extension may be requested in writing prior to expiration.

I hereby certify that I have read and examined this application and know the same to be true and correct. I am the owner of the property or the owner's authorized representative, and if not the owner, I have obtained the owner's permission to perform stated work. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

APPLICANT'S SIGNATURE:	PRINT NAME:
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**(DO NOT WRITE BELOW THIS LINE)**

USE DESCRIPTION FROM VALUATION TABLE	SQUARE FEET	OCCUPANCY GROUPS	DEPOSIT INFORMATION
		TYPE OF CONSTRUCTION	AMOUNT \$
		# OF STORIES	CASH _____
		# OF UNITS	CHECK _____ CHECK # _____
		ADD PLUMBING FIXTURES? _____ Y _____ N	TRUST ACCOUNT _____
		FIRE SPRINKLERS? _____ Y _____ N	TAKEN BY: _____
<b>WATER METER SIZE (if applies):</b>			PLAN LOCATION: