



## Checklist for Permanent Sign Permits Basic Submittal Criteria

Permit # \_\_\_\_\_

### Notice to Permit Applicant

It is the applicant/ owner's responsibility to ensure all private rules and regulations of the development are adhered to.

Contact the property owner or property management to determine applicable requirements.

### Completed Building Permit Application

- Owner's name, contractor's license number
- Oro Valley business license number.

### Submittal Documents

- Three sets of plans

### Sign Criteria, Master Sign Program or Zoning Code Review

- Applicant should review specific sign allowances for the development where proposed sign will be installed.

### Site Plan

- Location of property
- Define lot lines
- Location of proposed sign(s)
- Define distance from property line to sign(s)

### Detailed Drawings of Proposed Sign(s)

- Profile (side view)
- Depth of letters and/or graphics
- Show views and details of all structural members and attachment methods
- Dimensions of whole sign or each component
- Identify materials of sign construction
- Color of each component (face, returns, trim cap, etc.)
- Identify sign/letter type (pan channel, RPC, etc.)

### Building Mounted Wall Signs

- Elevation(s) of sign(s) on the building

### Electric

- NEC 2011: Article 600 information
- Show # and size of branch circuits
- Grounding/bonding
- Disconnects
- Panel of origin
- Amperage load
- Required voltage
- Lighting type: Internal, external, LED, Neon, Fluorescent, etc.
- Night view showing illumination effect.
- Documentation from the sign and/or lighting component manufacturer stating LED lighting is in compliance with code standards (see Zoning Code chptr. 28):
  - **4,400 Kelvin** for internally illuminated signs
  - **200 Nits** for exposed LED
 Proof of compliance may include cut sheets, spec. sheets, bin codes or calibration testing results.
- A statement indicating that a permanent label will be affixed to the outside of the sign in an area visible to the inspector, confirming compliance with appropriate lighting levels.

### Monument/Freestanding Signs

Provide details of the following:

- Footing size
- Reinforcement
- Anchors
- Hold downs

Two sets of *bound and sealed* engineering calculations required for:

- Site walls over 6' in height (measured from top of footing)
- Retaining walls over 4', measured from bottom of footing
- Any wall height with applied surcharge loads (e.g. driveways, slopes, etc.)

\_\_\_\_\_  
Applicant's Signature Date

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Staff's Initials Date