



Community Development and Public Works

Permitting Division

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

Checklist for Temporary Sign Permits (not banners)

For banners see the Banner checklist and worksheet

Using the International Building Code 2012

Basic Submittal Criteria

○ **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.

If your company is a member of the Arizona Sign Association (ASA), their engineering may be used for the sign project.

○ **Completed Application**

○ **Submittal Documents**

Two sets of plans

Applicant’s Signature

○ **Site Plan**

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

Date

Staff’s Initials _____

○ **Detail Drawings**

Show views and details of all structural members and attachment methods

Date _____

○ **Freestanding Temporary Signs**

Provide a drawing of the sign showing the following items:

- A plan view, elevation view and end view of the proposed sign.
- Size and type of face panel of the sign.
- Total square footage
- Height from grade to top of sign
- Sign post size, type and number
- Type and depth of footings (direct burial, concrete, etc.)
- How sign panel is attached to posts
- Please note, if sign is over 6ft in height, measured from grade, engineering will be required for stability.

ITEMS SUBMITTED	
	Completed Application
	Site Plan
	Details

Revised 9-15