CITY OF PRESCOTT

SIGN PERMITS

Required	Submitted	
☐	☐	Sign Permit Application
☐	☐	A complete **illustration** of each sign which shall include: 1) Overall dimensions of each sign; 2) Sign copy (include all text) and colors; Professional drawing unnecessary 3) Elevations of the building façade shall include roof elevations, windows, doors, EXISTING signage and PROPOSED signage; 4) If sign is located in a Historical District, indicate the type of materials from which the sign is made
☐	☐	A **Site Plan** is required for any NEW monument signs or free-standing signs and shall include: 1) Property boundaries including dimensions; 2) Location of buildings and structures including dimensions and setbacks to property lines; 3) Street names and locations, sidewalks and driveway locations; 4) Existing signs with dimensions and locations; 5) New monument or free-standing signs with dimensions, locations and overall height; **NOTE: Height of a free-standing sign shall be measured from the top of the sign structure to the top of the curb or crown of roadway where no curb exists.** 6) Landscape Plan indicating the proposed type, size and amount of landscaping. **NOTE: All monument or free-standing signs are required to have three (3) square feet of landscape area per one (1) square foot of sign area.**
☐	☐	A footing detail designed by an architect or engineer is required for all monument or free-standing signs over five (5) feet in height or thirty-five (35) square feet in size.
☐	☐	Attachment details for wall mounted signs.
☐	☐	Arizona Registrar of Contractors Form
☐	☐	Minimum Fee for New Signage: $41.00 or $0.63 a sq ft, whichever is greater Signs installed without a Permit: $212.00

(Office Use Only)

PLANNER TAKING IN APPLICATION	*DATE TAKEN IN*

City of Prescott
Sign Permit Application

201 S. Cortez Street
Prescott, AZ 86303
(928)777-1356 Fax (928)777-1258

Permit No: _____ Address: _____

Assessor Parcel Number:		
BUSINESS NAME: (Print Clearly)		
Property Address:	Unit/Suite #:	
APPLICANT/CONTACT: (Print Clearly)		Phone:
Address:	Email Address:	
City:	State:	Zip:
PROPERTY OWNER: (Print Clearly)		Phone:
Address:	Email Address:	
City:	State:	Zip:
SIGN CONTRACTOR: (Print Clearly)		Phone:
Address:	Email Address:	
City:	State:	Zip:
Installer: ____Yes ____ No Fabricator: ____Yes ____ No	License#:	

General Information

1. What is the total square footage of all signs for this business after installation of the new signs? _____

2. Will the sign be located in a new or existing shopping center? _____Yes _____No

   If yes, indicate the name of the Shopping Center _____

3. What is the total square footage of the building on which the sign will be located? _____ sq ft

4. How many businesses are located in the same building as this business? _____

5. Does each business in this building have its own entrance? _____Yes _____ No

6. Indicate the linear feet (width) of the building that faces the street: _____
   a) If the building has two street frontages please indicate: _____ Front of Building _____ Second Street Frontage
   b) What is the posted speed limit of the adjacent roadway? _____

7. Will installation of the sign require an encroachment into the public right-of-way with a vehicle or other equipment?
   _____ Yes _____ No

8. Is the sign(s) internally illuminated? _____ Yes _____ No

9. Total Valuation of the Sign: $_____

Owner/Applicant:_____ Date:_____

Step #1
Please list all **EXISTING** signage for this business on the building or the site on which the new sign will be located. Include signage on existing shopping center marquis. **(NOTE: THIS DOES NOT APPLY TO GATEWAY MALL)**

Sign Text	Wall, Monument or Pole Sign	Sign to be removed Y/N	Total Square Footage of Sign

Step #2
Please list any **NEW** wall mounted signage proposed as part of this permit application.

Sign Text	Size of Sign (L x W x H)	Total Square Footage of Sign	Lighted Sign Y/N	Total Amps

Step #3
Please list any **NEW** pole mounted or monument signage proposed as part of this permit application.

Sign Text	Size of Sign (L x W x H)	Total Square Footage of Sign	Lighted Sign Y/N	Total Amps

Step #4
Please list any **BANNERS** proposed as part of this permit application (Note: 45 day max for any and all banners)

Banner Text	Total Sq Ft of Banner	Date Up	Date Down

Step #5.
Add total of all NEW signage

TOTAL SQUARE FOOTAGE OF NEW WALL MOUNTED SIGNAGE	
TOTAL SQUARE FOOTAGE OF NEW POLE OR MONUMENT SIGNAGE	
TOTAL SQUARE FOOTAGE OF NEW BANNERS	
TOTAL SQUARE FOOTAGE OF NEW SIGNAGE	
TOTAL SQUARE FOOTAGE OF NEW & EXISTING SIGNAGE	

Staff Use Only

COMMUNITY PLANNER_____**DATE** _____

☐ Approved ☐ Denied Zoning_____Max Signage Allowed_____

ENGINEERING_____**DATE** _____

☐ Approved ☐ Denied

BUILDING DIVISION _____**DATE** _____

☐ Approved ☐ Denied

HISTORIC PRESERVATION_____**DATE** _____

☐ Approved ☐ Denied

CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING SAFETY DIVISION
201 S. Cortez, Prescott, AZ 86301 (928) 777-1356

ARIZONA REGISTRAR OF CONTRACTORS FORM

Permit #:_____

I am currently a licensed contractor: (Please Print Name) _____

License No. ROC: _____ License Class: _____

Signature: _____ Date: _____

I will be using the following licensed contractors on this project:

_____ License No. ROC _____Class _____
(General Contractor)

_____ License No. ROC _____Class _____
(Electrical Contractor)

EXEMPTION FROM LICENSING

I am exempt from Arizona contractors' license laws on the basis of the license exemptions contained in A.R.S. Sec. 32-1121A., namely:

☐ A.R.S. Sec. 32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.

☐ A.R.S. Sec. 32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.

☐ Other Exemptions (i.e. Banners, Replacement of a face panel in an existing sign box, window signage)

I understand that the exemption provided by A.R.S. Sec. 32-1121A.14 (the Handyman Exemption) does not apply to any construction project which requires a building permit or the total cost of materials and labor are $1000.00 or more.

_____	_____	_____
Signature	**Printed Name**	**Date**

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. Sec. 13-2704.

CITY OF PRESCOTT
COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING SAFETY DIVISION

PLOT PLAN SKETCH

Building Permit #:	**Job Address:**
Scale: 1 inch = _____ ft.	**Assessor's Parcel Number (s):**

1. It is the responsibility of the owner or contractor to field verify ALL UTILITY MAINS prior to construction.
2. Any improvement in City right-of-way requires permit issued by City Engineering Department per Ordinance #1338.
3. No structure shall encroach onto any easement or right-of-way. Driveway entrance may require dip section or minimum 12 inch corrugated metal pipe.
4. DO NOT ALTER SIDEWALK. SIDEWALK MUST MEET AMERICANS WITH DISABILITIES ACT (ADA) STANDARDS.
5. All mailbox installations must be to City of Prescott standard detail 1-08. Any deviation must be specially permitted by the Engineering Department.
6. Approval of the Planning & Zoning Department is subject to all other easements, encumbrances, etc. or restriction which may apply to said property by virtue of any City Ordinances and/or state law and deed restrictions. The City takes no responsibility for said restrictions or requirements and the burden t comply with such restrictions lies solely with the property owner and/or applicant.

I, _____, the owner's agent or the owner of record, for the structure to be located at:

_____, parcel number _____, do certify that the structure will meet all required setbacks, the property corner pins are correct and the footings are excavated upon the property as shown on the City approved site plan. **If for any reason any deviation from the approved site plan becomes necessary, a revised site plan will be submitted for approval before any additional construction takes place.**

_____ _____

Owner/Applicant Signature **Date**

Rev 2/28/11