



**PLANNING DIVISION**

---

Planning & Community Development Department

# **SIGN PERMIT APPLICATION PROCESS GUIDE**

January 2018

---



# SIGN PERMIT APPLICATION

Email Completed Submittal to: [signs@peoriaaz.gov](mailto:signs@peoriaaz.gov)

The Planning & Community Development Department, Planning Division has provided the following information for applicants wishing to apply for a sign permit.

All information regarding permitted and prohibited signs can be obtained from Chapter 21-800 of the City of Peoria Zoning Ordinance. The Zoning Ordinance may be viewed on line at [www.peoriaaz.gov/planning](http://www.peoriaaz.gov/planning). If there are additional questions concerning signs, please contact the Planning Division at (623) 773-7200 for details.

## SIGN PERMIT APPLICATION REQUIREMENTS

**\*Incomplete Sign Permit applications will not be accepted**

1. Fully filled out Sign Permit Application Form
2. Property Owner/Landlord Letter of Authorization – one copy
3. Applicable Fee (\$30 due at time of acceptance)
4. Existing Sign Survey
5. Sign Diagram with the owner/landlord authorizing signature
6. Site Plan –Include streets, curb lines, property lines and building
  - a. for building mounted wall signs, show sign location
  - b. for monument signs, show sign location as allowed by Peoria Standard Detail Visibility Triangle
  - c. for monument signs, show landscaped area
7. Sign Diagram – color sets to include dimensions of all signs, sign cabinets and masonry based monument signs
8. Tenant Improvement information (permit number or tenant/owner statement)  
\*\*\* For any construction, or changing use/ownership please contact the Building Development Division at (623) 773-7225, option 1, for permitting requirements

## OTHER PERTINENT INFORMATION

1. Electrical element diagram
2. Diagram of sign attachment to fascia
3. Business front footage
4. Show all logos
5. Monument signs may require engineering calculations
6. Diagram of footings
7. Distance from R-O-W & P.U.E.s to sign structure
8. Height of sign above grade
9. Distance to any other Freestanding Monument Sign (can not be within 60' of another Freestanding Monument Sign).

# FEE SCHEDULE

---

## **Review Fee**

Due at time of acceptance \$30

Once a sign permit has been received and accepted, a sign permit number will be emailed to the applicant along with the cashier's phone number. Once payment has been made, the review period will begin.

## **Sign Permit Fees**

Due at time of sign approval

0 to 32 Square Feet \$70

33 to 48 Square Feet \$80

More Than 48 Square Feet \$120

Electrical/Footing Inspections \$75 additional for each inspection type

The review period is approximately 10 working days. You will be notified by email from the Planning Division when the permit is ready. **Payment of all fees may be made by check, cash or acceptable credit card. Please make checks payable to City of Peoria.**



# COVER SHEET FOR SIGN PERMIT E-MAIL SUBMISSION

---

**BUSINESS NAME:** \_\_\_\_\_

**DATE OF SUBMITTAL:** \_\_\_\_\_

**REQUIRED INFORMATION (initial\*):**

\_\_\_ **APPLICATION FULLY FILLED OUT**

\_\_\_ **PROPERTY OWNER/LANDLORD LETTER OF AUTHORIZATION**

\_\_\_ **SIGN DIAGRAM WITH OWNER/LANDLORD SIGNATURE**

\_\_\_ **SIGN DIAGRAMS** showing mock up on building, and add'l with dimensions

\_\_\_ **EXISTING SIGN SURVEY**

\_\_\_ **SITE PLAN** of the property including a vicinity map showing major cross-streets, buildings, and locations of all signs

\_\_\_ **Tenant Improvement/Building permit number or tenant owner statement**

**ADDITIONAL INFORMATION AS REQUIRED**

**Freestanding Monument Sign**

\_\_\_ Footing Detail (if over 7')

\_\_\_ Site Plan / distance to other Freestanding Monument Signs, streets, curb, etc.

\_\_\_ Sight Visibility Triangle Detail (City of Peoria Standard Detail PE-090 & PE-091)

\_\_\_ Electrical Detail (if Applicable)

**Building Mounted Wall Sign**

\_\_\_ Electrical Detail (if Applicable)

\_\_\_ Attachment Detail to Building

\_\_\_\_\_  
Signed by Applicant acknowledging all the above.

*\* Initial each item confirming that it is included in the set. Each required item must have the corresponding item number (1, 2, 3, or 4) noted on the upper left side of the page. The sign application must be submitted in PDF format as one document.*

Email Submittal to: [signs@peoriaaz.gov](mailto:signs@peoriaaz.gov)

Revised: January 2018

---



# CITY OF PEORIA

## SIGN PERMIT APPLICATION

SGN18-\_\_\_\_\_

SUBMITTAL DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

REVIEW FEE: \$30

PERMIT FEE: \_\_\_\_\_

<b>PROJECT NAME:</b>		
<b>ADDRESS/LOCATION:</b>		<b>ZONING / PAD #:</b>
<b>PARCEL NUMBER(S):</b>		<b>TENANT IMPROVEMENT #:</b>
<b>BUILDING SQUARE FOOTAGE:</b>		<b>LINEAR FRONT FOOTAGE:</b>
<b>SIGN TYPE:</b> <b>Building Mounted Wall (BMWS)</b> <input type="checkbox"/> Illuminated # _____ <input type="checkbox"/> Non – Illuminated # _____	<b>Freestanding Monument (FSM)</b> *Separate permit for each FSM sign <input type="checkbox"/> Illuminated <input type="checkbox"/> Non – Illuminated <input type="checkbox"/> Footing (to match ASA Standards)	<b>Other</b> _____ # _____ _____ # _____ _____ # _____
<b>APPLICANT:</b>		
<b>CONTACT PERSON:</b>		<b>PHONE NUMBER:</b>
<b>E-MAIL:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>PROPERTY OWNER:</b>		
<b>CONTACT PERSON:</b>		<b>PHONE NUMBER:</b>
<b>E-MAIL:</b>		
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>CONTRACTOR:</b>		
<b>CONTACT PERSON:</b>		<b>PHONE NUMBER:</b>
<b>ADDRESS:</b>		
<b>CITY:</b>	<b>STATE:</b>	<b>ZIP CODE:</b>
<b>PEORIA SALES TAX NUMBER:</b>		<b>STATE TAX NUMBER:</b>
<b>CONTRACTOR LICENSE NUMBER:</b>		<b>E-MAIL:</b>
<b>AGENT/OWNER/LANDLORD SIGNATURE:</b>		<b>DATE:</b>

# EXISTING SIGN SURVEY

---

Existing Sign Survey for \_\_\_\_\_  
(Project Name)

Address, Parcel # or General Location \_\_\_\_\_  
(ie: SEC 75<sup>th</sup> & Happy Valley)

I, \_\_\_\_\_ of \_\_\_\_\_  
(your name) (company name)

herby certify that I have conducted a site inspection of the above listed development and certify that the following signs exist on the development site as of the date indicated below.

List only **existing** signs, not signs proposed by this application. List all signs below:

<b>Sign Type</b>	<b>Size (Dimension)</b>	<b>Location</b>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____

\_\_\_\_\_ No Signs Exist on Premise

I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**DATE**

Email Submittal to: [signs@peoriaaz.gov](mailto:signs@peoriaaz.gov)

Revised: January 2018

# LETTER OF AUTHORIZATION

## Owner / Agent Address

## Location Site Address

---

---

---

---

---

---

---

---

Contact Name

---

---

Phone (& Fax)

---

---

E-mail

---

---

-----

I, (print) \_\_\_\_\_, as owner / agent for  
(location) \_\_\_\_\_ property, give  
(business name) \_\_\_\_\_ authorization to  
install (type of) \_\_\_\_\_ signage at the above mentioned location.

This letter shall also serve as authorization for \_\_\_\_\_ to act as our agent  
when applying for the necessary municipal approvals and permits.

Owner / Agent: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Description / Parcel Number \_\_\_\_\_