



Planning, Neighborhood & Transportation
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UPCOMING CHANGES TO THE SIGN APPLICATION SUBMITTAL & REVIEW PROCESS

In an effort to streamline the plan review and permitting process, the City of Scottsdale Planning, Neighborhood & Transportation Division is currently in the process of modifying the plan review submittal requirements and procedures for all permit applications, including sign permits.

Please note the following changes, beginning **July 1, 2012**:

FOR ALL SIGN PERMIT APPLICATIONS SUBMITTED IN-PERSON

- The e-mailing of corrections to the applicant from the plan reviewer, as well as e-mail resubmittals back to the plan reviewer, will be eliminated.
- The applicant will have to visit the One Stop Shop to pick-up corrections and resubmit plans when notified by telephone.

FOR ALL SIGN PERMITS

- Sign permit stickers will no longer be provided. Sign contractors shall be responsible for providing their own manufacturer label(s) on an installed sign, along with any other labels as required by applicable building and electrical codes.

DIGITAL SIGN SUBMITTALS

- Applicants are strongly encouraged to take advantage of the city's digital sign submittal program, which eliminates the need to visit the One Stop Shop to pick-up corrections and resubmit plans.
- Applicants who are not familiar with the digital submittal program may familiarize themselves on the city's digital sign submittal webpage: www.ScottsdaleAZ.gov/BldgResources/Digital/Signs.
- If you have questions or need additional assistance regarding the digital sign submittal program, e-mail staff at Signs@ScottsdaleAZ.gov, or call (480) 312-7000.

QUESTIONS & COMMENTS

- If you have any additional questions or comments, please feel free to e-mail us at Signs@ScottsdaleAZ.gov, or call us at (480) 312-7000. Thank you.