



Grand Opening Banner Permit Application

Application for Permit and Requirements

Web: www.scottsdaleaz.gov/codes/signs/grandopening

Grand opening banner permits may be obtained over-the-counter at the One Stop Shop: 7447 E. Indian School Road Suite 105, Scottsdale, AZ 85251. The One Stop Shop cannot accept digital or mailed grand opening banner application submittals.

Project/Business/Organization Name:				
Project/Business/Organization Address:				
Zoning District(s):		Building/Complex/Subdivision Name:		
Applicant/Business/Organization Owner Name:				
Address:		Suite:	City:	State: Zip:
Phone:		Email:		
Banner Size (Height x Length) ⁽¹⁾		Banner Location ⁽²⁾		Suite/Building Frontage Length ⁽¹⁾⁽³⁾
x = SQ FT				

(1) The maximum size of the banner is based on the underlying zoning district's sign size requirement (see General Requirement #6).
 (2) Indicate the building or suite elevation where banner will be attached onto (Ex: North, East, South, or West building elevation).
 (3) Provide the lineal distance of the suite/building frontage where the banner will be placed (Ex: Banner Size: 30 sq ft; Banner Location: West Elevation, West Frontage Length: 30 feet).

- GENERAL REQUIREMENTS**
1. Grand openings are considered the announcement of a new business, or the announcement of an established business changing ownership.
 2. The maximum number of grand opening banners allowed for each business shall be one (1) banner.
 3. Grand opening banners must predominately display "Grand Opening" or "Now Open". Business name, logos, additional text and advertising may also be included.
 4. Grand opening banners may be displayed not to exceed thirty (30) calendar days from the date of permit issuance.
 5. The day the grand opening banner permit is pulled is when the 30-day time frame begins. **Extensions are not allowed.**
 6. The maximum size of the banner is based on the underlying zoning district's sign size requirement:
 - a. Example: 1 sq ft of banner for every 1 sq ft of the tenant's suite frontage (30' suite/building frontage = 30 sq ft banner size).
 - b. Certain zoning districts such as C-O (Commercial Office) and S-R (Service Residential) have more restrictive size requirements. Check zoning to verify.
 7. Grand opening banners cannot encroach into the public right-of-way, and cannot encroach in any traffic visibility triangles at street corners and driveways.
 8. Grand opening banner permits shall only be issued once for the lifetime of the business under the same ownership.
 9. Grand opening banners are subject to the following safety standards:
 - a. Shall be securely fastened to a solid structure/building frontage and shall not project above any building roofline.
 - b. Shall be vented (when applicable) to ensure they will withstand wind pressure from any direction applied to the projected exposed area.
 - c. Grand opening banners should never be placed near power lines.

MINIMUM SUBMITTAL REQUIREMENTS* NOTICE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Provided	Not Provided		
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	COMPLETED GRAND OPENING BANNER APPLICATION
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	SITE PLAN – Show the location of the business suite or building and point to the location of the banner.
<input type="checkbox"/>	<input type="checkbox"/>	1 copy	BANNER DRAWING/RENDERING – Provide a drawing, rendering, or photo of the proposed banner. Include any proposed graphics (wording, logos, text and color), the banner material, and dimensions (height x length).

I (the undersigned) understand and agree that the issuance of the permit for which I am applying does not relieve me of the responsibility that this work will be done in conformity with the laws of the City of Scottsdale, Maricopa County and the State of Arizona. I further agree that the City of Scottsdale Inspections Division has the authority to enforce adopted building codes and appropriate State, County and City laws and regulations not indicated on the construction documents.

_____	OR	_____	_____
Owner Signature		Date	Applicant Signature Date

Planning & Development Department
 7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088 • www.scottsdaleaz.gov