



Plan Check Number
(Official Use Only)

Sign Permit Application

Digital Sign Submittal Supplement

Submit this form along with all other submittal requirements digitally. Application cannot be processed without this form.
Note: Applications cannot be submitted without a business license number & written approval from the property owner.

Project Name: _____
Job Address: _____ Suite: _____ Zip Code: _____
Business Name: _____ Business License: _____
Contractor Name: _____
ROC Number: _____ Scottsdale Business License: _____

Single Tenant Building? Yes No Name of Building/Complex: _____
Number of Stories: _____ Front Footage(s) of Business (Bldg): _____

Sign Specifications (required to process plan review fees):

	Sq Ft	Location*	Use	Lighting
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				

*Building elevation (N, E, S, W) where sign to be installed or 'Freestanding' location.

Associated Case(s) Development Review: _____ Staff Approval: _____
 Board of Adjustment: _____

Sign Permit Submittal Requirements: *Submit 1 copy of each drawing along with **this application digitally**.*

1. Site plan & floor plan showing the location of the business.
2. Color building elevations with *all* associated frontage measurements (for freestanding signs, include elevations showing relationship to surrounding buildings, landscaping & streetscape).
3. Color sign specifications: text, lighting, section details, font style & size, type of materials, measurements & engineering for any proposed freestanding sign(s).
4. A written description or a drawing on the sign plan or site plan/floor plan showing how the sign will be accessed for inspection.
5. Property owner approval letter for the proposed sign(s).
6. Link to our digital submittal webpage to submit application & plans: <http://www.scottsdaleaz.gov/bldgresources/digital.asp>

Applicant Name (please print) _____ Applicant Signature (Digital Signatures Accepted) _____ Date _____

Official Use Only:

Request: Approved Sign Tag Number(s): _____ Staff Initials: _____

Fees: _____ + _____ + _____ + _____ + _____ + _____ = **TOTAL**
Sign 1 Sign 2 Sign 3 Sign 4 Sign 5 Base Fee

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088



Sign Permit Application

Digital Submittal Specifications

A. Freestanding Signs:

- ___ 1. Provide distance from leading edge of sign to back of curb.
- ___ 2. Provide distance from the centerline of road to the leading edge of sign.
- ___ 3. Provide distance from any driveway to the sign.
- ___ 4. Indicate any utilities near sign.
- ___ 5. Provide sign height from adjacent street grade.
- ___ 6. Provide engineering & footing details of the sign.
- ___ 7. Indicate sight distance triangle if located at street intersection or driveway intersection
(see DS&PM chapter 5, Section 5-3.118 & Appendix 5-3A or 5-3B – www.scottsdaleaz.gov/design/dspm)

B. Wall Signs:

- ___ 1. Provide front footage of business parallel to street or primary entrance.
- ___ 2. Provide elevation view indicating sign location & its frontage measurements.
- ___ 3. Provide dimension of sign from top of roof, side of building, and from any facade elements. (windows, doors, awnings, etc.,)
- ___ 4. Provide height of sign from grade.
- ___ 5. Provide height of building.

C. Sign Face:

- ___ 1. Show height and length of sign structure (Individual letters to be enclosed within the smallest regular geometric figure)
- ___ 2. Show height and length of all wording, horizontal spacing and insignia.
- ___ 3. Show color and materials of sign structure.
- ___ 4. Sign must predominantly display business name as it appears on City of Scottsdale Business License.
Business License required for processing of application.
- ___ 5. Leading letter height must be uniform in the business name.
- ___ 6. Modifiers, words describing products or services, not to exceed 50% of height of business name. Two (2) modifiers allowed per business identification sign.
- ___ 7. Logo size cannot exceed 25% of the business name.
- ___ 8. Show color and texture of background material of sign.

D. Miscellaneous:

- ___ 1. **Provide a Letter of Authorization from property owner. Required for processing of application.**
- ___ 2. For multi-tenant complex, consult its *Master Sign Program* for type, color, and style regulations.
- ___ 3. On buildings over one story, indicate floors on elevation plan.
- ___ 4. Provide a site plan.
- ___ 5. Provide a floor plan for tenant space within a multiple tenant building & show all frontage lengths.
- ___ 6. Provide installation detail/section drawing of sign.
- ___ 7. **Provide a written description or a drawing on the sign plan or site plan/floor plan showing how the sign will be accessed. Required for sign inspections.**

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ Phone: 480-312-2500 ♦ Fax: 480-312-7088