



"Inspiring a Vibrant Community"

SIGN PERMITS

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Sign Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	A complete illustration of each sign which shall include: <ol style="list-style-type: none"> 1.) Overall dimensions of each sign; 2.) Sign copy (include all text) and colors; 3.) Elevations of the building façade which shall include roof elevations, windows, doors, EXISTING signage and PROPOSED signage; 4.) For hanging signs provide clearance between the bottom of the sign and the ground 5.) If the sign is located in a Historical District, indicate the type of materials from which the sign is made
<input type="checkbox"/>	<input type="checkbox"/>	A Site Plan is required for any New monument signs or free-standing signs and shall include: <ol style="list-style-type: none"> 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 and overall height; 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 ground surface. 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.
<input type="checkbox"/>	<input type="checkbox"/>	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
<input type="checkbox"/>	<input type="checkbox"/>	Attachment details for wall mounted signs.
<input type="checkbox"/>	<input type="checkbox"/>	Arizona Registrar of Contractors Form

DOUBLE FEE SHALL BE CHARGED FOR ALL SIGNS ERECTED WITHOUT A PERMIT.

(Office Use Only)

STAFF TAKING IN APPLICATION	DATE TAKEN IN



City of Cottonwood
 Sign Permit Application
 111 N Main St.
 Cottonwood, AZ 86326
 (928) 634-5505 Fax (928) 639-4254

PERMIT #:

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#: _____

- 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.) How many businesses are located in the same building as this business? _____
- 4.) Indicate the linear feet (width) of the building that faces the street: _____
 a.) If the building has two street frontages please indicate: Front Building _____ Second Street Frontage _____
- 5.) Will installation of the sign require an encroachment into the public right-of-way with a vehicle or other equipment?
 _____ Yes _____ No
- 6.) Is the sign(s) internally illuminated? _____ Yes _____ No
- 7.) Total valuation of the sign(s): \$ _____

Owner/Applicant _____ Date _____

Step #1-Please list all EXISTING signage for this business on the building of the site on which the new sign will be located. Include signage on existing shopping center marquis.

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 describe any and all electrical that will be installed with the sign (only if applicable), and a description of how you are affixing the sign to the permanent structure:

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 signage	
Total square footage of new and existing signage	

Staff Use Only

Community Planner:	_____	Date	_____
Comments:	_____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Zoning	_____ Max signage allowed
Engineering:	_____	Date	_____
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		
Building Division:	_____	Date	_____
Comments:	_____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied		



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ARIZONA REGISTRAR OF CONTRACTORS FORM

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.



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Cottonwood, AZ 86326
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PLOT PLAN SKETCH

Scale: 1 inch = ft.

Job Address:

Assessor's Parcel Number(s):

Blank area for the plot plan sketch.