



Sign Permit Application

Sign Location Address: _____

Sign/Property Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Sign Contractor: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Phone No: _____

Fax: _____ Email: _____

Contractor's License: _____ City Business License: BL- _____

Contact Person (Permit Pickup): _____ Phone No: _____

Email: _____

Type of Sign: Development Identification Planned Shopping Center Subdivision Window

Other: _____

(For promotional or temporary signage, please obtain a "Promotional Sign Permit Application")

Type of Sign Illumination: _____

Sign Material: _____ Total Sq. Ft. of Signs: _____

Are there any existing signs on property: Yes No

If 'yes' describe: Existing attached sign square footage _____ Existing detached sign square footage _____

Estimated Construction Value \$ _____

This application is limited to the following items. Please check and number each applicable sign:

Sign #1 _____ SqFt Attached Detached Illuminated *Please add pages for additional signs.*

Sign #2 _____ SqFt Attached Detached Illuminated

Sign #3 _____ SqFt Attached Detached Illuminated

Description of work: _____

Statement of Contractor/Applicant made in connection with application for permit, pursuant to A.R.S. §32-1169.A

Owner Occupant of a Residential Property

Contractor is currently licensed pursuant to the provisions of Arizona Revised Statutes, Title 32, Chapter 10

ROC license number is _____ Privilege license number pursuant to A.R.S. §42-5005 is _____

Applicant is not a licensed contractor and is exempt from the provisions of Arizona Revised Statutes, Title 32, Chapter 10,

A.R.S. §32-1121. Provide basis exemption and name & license number of contractors who will be performing work on

Separate form.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not.

Owner/ Representative Signature

Print Name

Date



ALL PLAN SETS SHALL BE COMPLETE AND FULLY ASSEMBLED (maximum 11"x17")

In order to provide excellent service to the City of Casa Grande's customers, each submittal must meet the minimum requirements as listed below, or your submittal will not be accepted by the Development Services Staff.

WALL SIGN

Applicant

Staff

- Landlord approval documentation (signature can be provided on a copy of sign plan or separate document)
- Two (2) copies of the following:
 - Site plan with linear footage of front elevation and setback of building from right of way
 - Horizontal and vertical dimensions of sign band area or wall space in which sign is placed
 - Lettering – side elevation view, colors, dimensions, and attachment method
 - Color copies of sign superimposed onto the building

MONUMENT SIGN

- Landlord approval documentation (signature can be provided on a copy of sign plan or separate document)
- Two (2) copies of the following:
 - Site plan indicating location, parcel dimensions, separation from existing signs and setback from right of way
 - Horizontal and vertical dimensions of sign band area or space in which sign is placed
 - Lettering information to include: side elevation view, colors, dimensions, and attachment method
 - Color copies of sign superimposed onto the monument
 - Overall dimensions of monument and structural details and calculation

Administratively Complete Administratively Incomplete Staff: _____



Over-All Review Timeframes for Building Permits^{1, 7, 8}

Permit Classification	Administrative Completeness Review ²	Substantive Review Stage ³		
		Review of Initial Submittal ^{4, 8}	Review of Resubmittal and Staff Decision to Approve / Deny ^{5, 7, 8}	Over-All Timeframe ^{6, 7, 8}
Commercial – New Construction & Additions	2	30	30	62
Multi-family - New Construction & Additions	2	30	30	62
Commercial Alterations and Tenant Improvements	2	20	20	42
Multi-family Alterations	2	20	20	42
Standard Plan – Single Family	2	20	20	42
Single Family – New, Alterations & Additions	2	20	20	42
Swimming Pool	2	20	20	42
Park Home – New, Alterations & Additions	2	20	20	42
Manufactured Home – Site Plan Review	2	20	20	42
Manufactured Home – Additions & Alterations	2	20	20	42
Demolition	2	20	20	42
Mechanical, Electrical, Plumbing & Low Voltage	2	20	20	42
Solar	2	20	20	42
Fire Dept. Permits	2	20	20	42
Registered Industrial Plant	2	20	20	42
Certificate of Occupancy (Existing Buildings)	2	20	20	42
Industrial Waste Discharge	2	20	20	42
Foundation Only	2	20	20	42
Sign	2	20	20	42
Detached Accessory Structures & Fences	2	20	20	42
Accessory Structure Site Plan Review – NO Building Permit	2	20	20	42
Promotional Sign/Banner	2	10	10	22
Temporary Use	2	10	10	22
Home Occupation	2	10	10	22
Construction Noise	2	10	10	22

1. All times are maximum timeframes in business days (Mon-Fri.; excluding City Holidays). Shorter review times will be accomplished where possible.
2. Completeness Review timeframes are calculated from date of application submittal to date of acceptance or rejection of the application as administratively complete.
3. Substantive Review timeframes are calculated from date of acceptance of application for Substantive Review, or upon receipt of the submittal of revised plans/reports, to the date of issuance of a comprehensive review letter, or final administrative decision.
4. Review of initial submittal limited to determination of compliance with ordinances, codes, regulations or policy relevant to the specific permit or project application. The review comments on the initial submittal may be amended to address code/policy requirements that City staff failed to include in the first comprehensive review document.
5. Review of resubmittal shall be limited to:
 - a. Addressing 1st review comments that the applicant failed to adequately address in their resubmittal; and/or
 - b. Addressing new review issues arising from modifications the applicant has made to the design and/or technical reports. In this case the City may issue an additional review letter addressing the new design.
6. Over-All Review timeframe is the sum of the Completeness, Initial, and Resubmittal Substantive Review timeframes. The Overall Review Timeframe does not include any time required by the applicant to respond to City review comments
7. If an applicant makes significant changes, alterations, additions, or amendments to an application that are not in response to the request for corrections, the City may make one additional comprehensive written request for corrections. The review for said request shall not exceed 50% of the substantive review timeframe for the specific permit.
8. The applicant and the City may consent to extend the overall review timeframe for complex submittals or other reasons. Said extension shall not exceed 50% of the over-all time frame.

In accordance with the Regulatory Bill of Rights (ARS 9-835) the timeframes for all Building Permit application are provided above. The City of Casa Grande will typically make an administrative decision on each permit application after one (1) comprehensive staff review. Additional reviews may be necessary to resolve code/policy compliance issues associated with a permit. Some Building Permit applications may be extra-ordinarily complex or have significant code compliance issues which will take longer to review than the stated timeframes. In such cases the Applicant and the City may agree to an extension of the Substantive Review timeframe; said extension shall not increase the Substantive Review period more than 50%.

Applications formally denied after the completion of the Overall Timeframe are eligible for reapplication to address the code/policy deficiencies that were the basis for the application denial with the payment of a fee equal to 50% of the original Plan Review Fee. Said reapplication shall occur within 90 days of the application denial.

For more information, please contact the Development Center Staff at (520) 426-8630 or dcpermits@cgaz.gov

I hereby consent to an extension of the stated Substantive Review timeframe for a maximum of _____ additional days.

Applicant _____

Agreed to by City _____