



## Sign Permit Application

Provide All Information Fill in All Blanks

Sign Location Address: \_\_\_\_\_

Type of Sign:  Development  Identification  Planned Shopping Center  Subdivision  
 Other: \_\_\_\_\_

Type of Sign Illumination: \_\_\_\_\_

Sign Material: \_\_\_\_\_ Total Sq. Ft. of Signs: \_\_\_\_\_

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

- |   |                                   |                                   |                                      |
|---|-----------------------------------|-----------------------------------|--------------------------------------|
| <input type="checkbox"/> Sign #1 _____ SqFt | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached | <input type="checkbox"/> Illuminated |
| <input type="checkbox"/> Sign #2 _____ SqFt | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached | <input type="checkbox"/> Illuminated |
| <input type="checkbox"/> Sign #3 _____ SqFt | <input type="checkbox"/> Attached | <input type="checkbox"/> Detached | <input type="checkbox"/> Illuminated |

Please add pages for additional signs.

Estimated Construction Value \$ \_\_\_\_\_

Describe any existing signs: \_\_\_\_\_

Sign Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No: \_\_\_\_\_

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: \_\_\_\_\_

**NOTE: The following additional permits may be required:**

Planning Director - Temporary Use Permit

Fire Department – Tents and Canopies

Development Center. - Electrical Permit

Pinal County Health Department – Food service

Please complete Page 2 for additional contractors and provide their ROC License Information.

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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws.

\_\_\_\_\_  
 Signature Print Name Date

As the owner of the property where the above described off site sign is to be located, I give permission for and allow the location of the sign described in the permit application and the construction drawings attached to this application.

\_\_\_\_\_  
 Property Owner's Signature Print Name Date



**Arizona Contractor's License Certification per A.R.S §32-1121A**  
**Please see the statute for complete licensing requirements at**  
**[www.azleg.state.az.us/arizonarevisedstatutes.asp](http://www.azleg.state.az.us/arizonarevisedstatutes.asp)**

I am a licensed contractor: \_\_\_\_\_  
Company Name

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ROC License Number License Class

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Signature Printed Name Title

- A.R.S §32-1121A.5 – I am the owner of the property. I am doing the work myself or with duly licensed contractors. The improvements to the property are intended for occupancy solely by the owner and are not intended for occupancy by members of the public, as the owner's employees or business visitors, and the structures or appurtenances are not intended for sale or for rent.
  
- A.R.S §32-1121A.6 – I am the owner of this property acting as a developer. I am building or improving structures or appurtenances to structures on my property for the purpose of sale or rent. I will contract for such a project with a general contractor licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors' names and license numbers shall be included in all sales documents.
  
- Other – Please Specify \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I will be using the following licensed contractors on this project:

General Contractor	ROC License Number	License Class
Mechanical Contractor	ROC License Number	License Class
Electrical Contractor	ROC License Number	License Class
Low Voltage Contractor	ROC License Number	License Class
Plumbing Contractor	ROC License Number	License Class

**I understand that The Handyman Exemption in A.R.S. § 32-1121 A.14 does not apply to any construction project that requires a permit.**

Applicant Printed Name \_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



# Over-All Review Timeframes for Building Permits<sup>1, 7, 8</sup>

Permit Classification	Administrative Completeness Review <sup>2</sup>	Substantive Review Stage <sup>3</sup>		
		Review of Initial Submittal <sup>4, 8</sup>	Review of Resubmittal and Staff Decision to Approve / Deny <sup>5, 7, 8</sup>	Over-All Timeframe <sup>6, 7, 8</sup>
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.

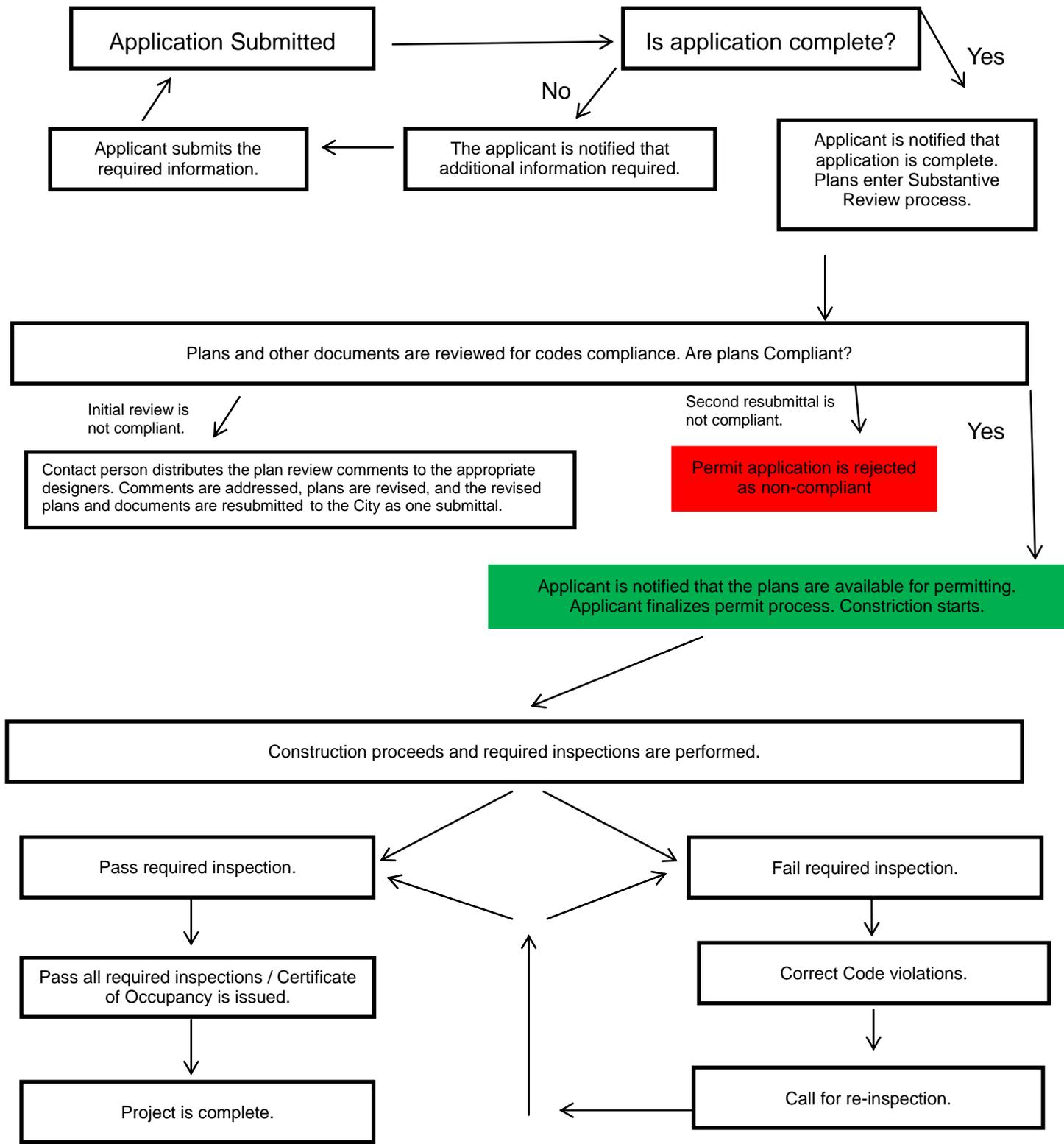
For more information, please contact the Development Center Staff at (520) 426-8630 or [dcpermits@cgaz.gov](mailto:dcpermits@cgaz.gov)

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

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Agreed to by City

# Completeness Review Process for Building and Engineering Permits



Building Plan Review timeframes are in business days excepting holidays. Please consult the Permit Review Time-line documentation available at the Development Center or on-line at <http://www.casagrandeaz.gov>

# Appeal Process for Denied Applications

The first appeal is to the Building Official. Please make your appeal in writing. You must list all of the items you disagree with. Provide Code Sections, sealed engineering opinions, etc. Provide all details that you think adequately support your position to the Building Official with both the original comments & documents and your rebuttal. The Building Official will review all the information presented and base his decision on the requirements of the adopted codes and City ordinances.

If you disagree with the decision of the Building Official you may appeal his decision to the City's Board of appeals. This board is made up of volunteers from the community. They will hear both positions and may ask questions of either side. The Board cannot waive Code requirements. The Board may make their decision at the meeting. They may also defer their decision to a later date. You will receive the decision of the Board in writing.

If you disagree with the decision of the Board City Administrative Code Section 113.15 allows any person, whether or not a previous party to the appeal, the right to apply to the appropriate court for a writ of Certiorari to correct errors of law. This application for review shall be made in the manner and time required by law following the filing of the decision in the office of the chief administrative officer.