



SIGN PERMIT APPLICATION

App: _____

(Separate application for Electronic Message Centers/digital signs)

City of Sierra Vista
1011 N. Coronado Drive
Sierra Vista, AZ 85635

Information: (520) 417-4413
Fax No: (520) 452-7023

Any permit issued is granted to cover the work hereinafter described in this application. All work must be performed in accordance with all building electrical, development, and/or city codes and any other effective ordinances of the city of Sierra Vista.

Please be advised that there may be deed restrictions or Codes, Covenants & Restrictions limiting the use of your property. The Department of Community Development does not investigate or enforce these restrictions. Any restrictions are generally enforced by local property owners or homeowners associations. You may wish to further investigate any restrictions before proceeding with this application. Further there may be permits required by state and federal agencies, and you may wish to further investigate these. The Department of Community Development does not assume any responsibility to ensure that the proper permits have been obtained.

** Reminder: Business must obtain a Business License with the City of Sierra Vista **

Date: _____

Project Address: _____

Tax Parcel ID No: _____

Name of Business or Project: _____

Project or Property Owner: _____

Telephone No: _____

Address: _____

Prime Contractor: _____

Contractor License No: _____

Address: _____

Telephone No: _____

Email Address: _____

Sign Valuation: _____

Building Frontage: _____

Number of Free-Standing signs: _____

Number of Wall signs: _____

Freestanding Type: _____

Wall Type: _____

Dimensions of Free-Standing sign: _____

Dimensions of Wall sign: _____

Is the Freestanding sign illuminated: Yes No

Is the Wall sign illuminated? Yes No

Provide a brief description of the sign: _____

Provide a sketch or drawing of the sign, showing all dimensions of the sign and/or lettering to be placed on the sign face. If the sign is a free-standing sign, a site plan, showing where the sign is to be located on a site and the grade differential as measured from the edge of the adjoining street pavement shall be provided. Also, provide all electrical and footing details for the wall or free-standing sign.

Other comments: _____

Signature: _____

Date: _____

DO NOT WRITE BELOW THIS LINE

Building Permit Fee: \$ _____

Comments: _____

Application Approved: _____

Date: _____

Application Disapproved: _____

Date: _____

SIGN REQUIREMENTS

ELECTRICAL

- Provide labels from qualified electrical testing laboratory (such as U.L.) for each letter and the enclosure that houses the transformer that powers those letters. 2005 National Electrical Code (NEC) Article 110.3(B)
- Listed equipment shall be installed in accordance with any instructions included with the listing or labeling. NEC Article 110.3(B). The instructions must be available for the inspector at the time of inspection in order to check for compliance with the listing.
- Install electrical sign per NEC Article 600. Include the access door(s), when necessary, per NEC Article 600.21. Access door shall be accessible without requiring moving of gondolas, shelving, equipment, etc.
- To request an inspection, call one working day in advance. If a footing inspection is required, call for an inspection before placing concrete. Call for a final electrical inspection when about 80% completed with the sign installation. This will allow the inspector access to the sign to observe the sign installation. A ladder must be provided at the site.
- Any structural welding done in the field will require a special inspector to be present and a report submitted to the City of Sierra Vista stating that the welds conform to A.W.S. D1.1 per International Building Code Section 1704.3.1.

WALL SIGN (City Development Code Section 151.10)

- All wall signage for any business storefront or building is allocated on a 2 to 1 ratio. That is, 2 square feet of wall signage for every one foot of building frontage. The maximum amount of wall signage is determined by the amount of building frontage.
- The building frontage of any business storefront or building is determined by measuring the side of the building which abuts a public street and the side of the building that provides the main primary public access. If the building abuts two public streets, the business has two building frontages that may be used to calculate the maximum allowable wall signage.
- Alternatively to the regulations above, the applicant may utilize 2 square feet of signage per each 5 linear feet of lot frontage. The lot frontage is also determined by measuring the length of the lot line which abuts a public street and the side that serves as the location of the primary public access.
- Provide the weight for each new wall sign and provide details of how each new wall sign will be mounted to the wall.

FREESTANDING SIGN (City Development Code Article 151.10)

- All freestanding signs must be out of any clear-vision area, right-of-way and not affect ADA accessibility.
- All freestanding signs must be no greater than 10 feet high when measured from the edge of the adjacent street pavement.
- Maximum square footage of a freestanding sign on an individual parcel is 32 square feet.
- Maximum square footage of a freestanding sign in an industrial or commercial subdivision is 75 square feet. Of this area, 15% must be dedicated to the subdivision identification.



LEGAL NOTICE – UPDATED SEPTEMBER 24, 2022

Arizona Revised Statute § 9-495 requires in any written communication between a city or town and a person to provide the name, telephone number, and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment;
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.