

## Sign Permit Requirements

---

- A sign permit is required when installation of a new permanent or temporary sign or substantial alteration of an existing sign is proposed. Standards relating to the uses, locations, types, heights, colors, and illumination of signs are as set forth in the adopted Sign Regulations of the City of Sedona (copies available upon request).
- A **completed** application addressing **all** required submittal information must be provided prior to the acceptance of permit fees or deposits.
- Please be advised that new businesses or new business owners are required to obtain a Tenant Occupancy Permit prior to occupancy of any building.
- A licensed sign or other approved contractor may be required for the installation of permitted signs.
- If the applicant is not the business owner or the property owner, a letter of authorization from the business and/or property owner is required.

### MINIMUM SUBMITTAL REQUIREMENTS FOR PLAN REVIEW:

- Sign Permit Application completely filled out
- 2 complete sets of plans (see Plan Requirements below)
- Sign permit fee
  - \$150 per sign; \$50 for directory panel replacement; \$75 for signs in compliance with a Master Sign Plan approved after October 2017
- Any other information deemed necessary to adequately review the sign proposal

### PLAN REQUIREMENTS (Please note that the application and any exhibits shall become property of the City)

#### Site Plan: Drawn to scale and including the following:

- Property lines with dimensions, abutting street right-of-way, easements, driveway, curbs and sidewalks. Include dimensions of street frontages.
- Building dimensions, parking areas, and if applicable, adjacent buildings or structures.
- Location of utility lines, poles, and outdoor lighting fixtures.
- Location of all existing signs and proposed new signs. Identify signs to be removed.
- Location of landscape areas and existing trees.

#### Building Elevation:

Profile view from the street towards the building(s), fully dimensioned showing rooflines, windows and doors, awnings and site features, include the following:

- Location of existing and proposed wall signs.
- Identify signs to be removed.
- Dimension of wall that sign is located on.
- Frontage of building(s) facing street(s) in feet.
- Height of signs measured from grade.

#### Sign Plan:

Show elevation of sign, dimensions, foundation detail, colors, materials, style of letters, copy, illumination, and include the following:

- Length, width and depth of sign area and of individual letters.
- Structural and foundation details of freestanding signs.
- Electrical connections and wiring detail.
- Source of illumination and combined wattage (if any).
- Color and material samples for all colors/materials to be used in the construction of the sign.

- NOTE: Sign permits expire if authorized construction work does not commence within 60 days from the date of issue, or if at any time prior to final inspection and approval, the work is suspended or abandoned for a period of 60 days.