



City of Nogales
Planning & Zoning/Building Department
1450 N. Hohokam Dr. • Office (520)285-5747

SIGN PERMIT SUBMITTAL CHECKLIST

NOTE: THE FOLLOWING CHECKLIST HAS BEEN CREATED TO IDENTIFY DOCUMENTS NECESSARY FOR ACCEPTANCE OF YOUR APPLICATION. DEVELOPMENT SERVICES IS UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.

SIGN PERMIT APPLICATION REQUIREMENTS:

**NOTE: All commercial signs require an active/current licensed contractor with the City and State.*

- ✓ Completed Project Submittal form with Property Owner information and Project Valuation.
- ✓ 2 – 8 ½” x 11” or 11”X17” scaled drawings of all proposed signage including:

- Site Plan

- Identify the location of the business on site
- Identify property lines

If a new freestanding sign is proposed

- Identify freestanding sign location including setback dimensions as measured from the property lines and other relevant dimensions
- Provide site address

- Elevations

- Provide a clean, clear backline or colored elevation showing proposed location of signs and any existing signs for the business
- Identify the dimensions of the sign for the business
- Identify the horizontal and vertical background area surrounding the proposed sign
- Identify the total height of the sign as measured from nearest adjacent curb
- Identify the linear footage of the business frontage

- Details

- Provide an enlargement of proposed sign with dimensions
- Provide description of sign (construction materials, illumination, colors, depth of return, etc.)

- Section

- Provide cross-section detail of building mounted sign and it's attachment to the building
- Provide cross-section detail of freestanding sign

****All Sign Permits must first go through an Administrative Review process with the Planning & Zoning Department prior to applying for a Building Sign Permit. The Administrative Review fee is \$200.00 and must be paid for at the time of submittal. Please note the Administrative Review fee is NOT included as part of the Building Sign Permit.**