



A Community of Excellence

**Development Services
Department**
90 E. Civic Center Dr.
Gilbert, AZ 85296
(480) 503-6700-Ph.
(480) 497-4923-Fax
www.gilbertaz.gov

CONSTRUCTION PERMIT APPLICATION CHECKLIST SIGNS

All signs shall comply with Town of Gilbert Land Development Code, Chapter 1 Article 4.4

ALL PLAN SETS SHALL BE COMPLETE AND FULLY ASSEMBLED- MAXIMUM PLAN SIZE IS 11"x17"

In order to provide excellent service to the Town of Gilbert's customers, each submittal must meet the minimum requirements as listed on this form, or your submittal will not be accepted by the Development Services Staff.

Applicant		Staff
<u>WALL SIGN</u>		
<input type="checkbox"/> Landlord approval documentation		<input type="checkbox"/>
<input type="checkbox"/> One (1) copy 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		<input type="checkbox"/>
<u>MONUMENT SIGN</u>		
<input type="checkbox"/> Landlord approval documentation		<input type="checkbox"/>
<input type="checkbox"/> One (1) copy of the following: Site plan indicating location, parcel dimensions, separation from existing signs and setback from right-of-way, Color copies of monument sign and overall dimensions of monument and structural footing details with signed stamp from Engineer		<input type="checkbox"/>
<input type="checkbox"/> Design review & Approval		<input type="checkbox"/>
<u>TEMPORARY RESIDENTIAL SUBDIVISION SIGN / OFFSITE TEMPORARY SIGN</u>		
<input type="checkbox"/> One (1) set of plans for proposed signage with sign description and dimensions, site plan indicating locations, parcel dimensions & setback from right-of-way and permission of property owner documentation		<input type="checkbox"/>
<u>TEMPORARY BANNER SIGN & CALENDAR</u>		
<input type="checkbox"/> Two (2) sets of plans for signage with sign dimensions and building elevation showing sign location		<input type="checkbox"/>
<u>ENCROACHMENT PERMIT (for a specified timeframe)</u>		
<input type="checkbox"/> Two (2) sets of fully dimensioned, sealed sign plans showing details of the proposed encroachment, to include location, dimensions, utilities, access points and height <i>* There will be a Permit Form the OWNER needs to sign and an Insurance Certificate shall remain active throughout the duration of the encroachment</i>		<input type="checkbox"/>

PLEASE NOTE: All signs require a final inspection, and monument signs will require both a footing and final inspection. Our process has now changed and we are pleased to announce that sign inspections can be scheduled online. Please follow this link OneStopShop.gilbertaz.gov to schedule your inspection online. If you are having difficulty scheduling an inspection please send an e-mail to Betty.Eisenhart@Gilbertaz.gov, and we will contact you to assist with your request.