



A Community of Excellence

Signs
Construction Permit Application Checklist
REQUIRED WITH CONSTRUCTION PERMIT APPLICATION

Development Services

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

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.

Available Plan Review Programs

Expedited Permitting

(See **Plan Review Programs** list for applicable fees and requirements)

Applicant

Staff

WALL SIGN

- Landlord approval documentation
- Three (3) copies 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

MONUMENT SIGN

- Landlord approval documentation
- Three (3) copies of the following:
- Site plan indicating location, parcel dimensions, separation from existing signs and setback from right-of-way.
- Color copies of monument sign.
- Overall dimensions of monument and structural footing details

TEMPORARY Real Estate, Development, Builder package & Weekend directional

- Three (3) sets of plans for proposed signage with sign description and dimensions
- Site plan showing sign locations

TEMPORARY BANNER SIGN

- Two (2) sets of plans for signage with sign dimensions and building elevation showing sign location

ENCROACHMENT PERMIT (for a specified timeframe)

- Two (2) sets of fully dimensioned, sealed plans showing details of the proposed encroachment, to include location, dimensions, utilities, access points and height.
- There will be a **Permit Form** the **OWNER** needs to sign and an **Insurance Certificate** shall remain active throughout the duration of the encroachment*

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

The Town of Gilbert is currently enforcing the 2012 IBC, 2011 NEC, and 2010 ADA, with Town, State and Maricopa Association of Governments Amendments. Wind Design 105 mph – Exposure C, Seismic Design per IBC Sections 1613 through 1623 must be coordinated between geotechnical report and structural design.