

# **GUIDE TO OBTAINING A FAST TRACK SIGN PERMIT**



**City of Phoenix  
Development Services Department**

## **What is a Fast Track Sign Permit?**

The City of Phoenix Development Services Department Sign Section is dedicated to serving our customers as efficiently as possible. There are times when extensive research is not necessary in order to permit a sign. If there are no issues and the customer provides all necessary information, a permit may be obtained over the counter.



## **What are the benefits to obtaining a Fast Track Sign Permit?**

**Save Time!** You receive a permit the same day we receive your application.

**Save Money!** Because you provide all of the necessary information, you do not pay the field/office research fee.

## **What are the requirements to be considered for a Fast Track Sign Permit?**

- Only wall/window signs are eligible.
- No site plan, zoning, or building issues can be involved.
- No outstanding violations to the sign ordinance or other City codes.
- Sites governed by comprehensive sign plans are not eligible for Fast Track.
- The Fast Track process can be used to permit no more than two sign permits (not applications) at a time.
- Misrepresentation of any information in the permit application may result in loss of Fast Track privilege for up to six months.



## **What is the process for obtaining a Fast Track Sign Permit?**

1. Complete a sign permit application form.
2. Provide a complete address, including suite numbers and building numbers, if any.
3. Provide pictures of the site, including all sides of the building and street frontage.
4. Provide two scaled drawings with height and length dimensions of sign.
5. Provide the length of the wall(s) and/or size of window in which the sign will be placed.

**Sign Services staff will be happy to discuss your  
project in more detail.**

**Contact them at  
602-495-0284 (Voice)  
602-534-5500 (TTY)**

**or send an e-mail at:**

**[dsd.signserve@phoenix.gov](mailto:dsd.signserve@phoenix.gov)**



This publication can be made available in alternate formats (Braille, large print, computer diskette, or audio tape) upon request. Contact the Development Services Department.



**City of Phoenix**

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