



State law (A.R.S. § 9-835(D)) requires an Administrative Review of permit applications. A letter of Administrative Completeness or a Notice of Deficiency must be issued to the applicant during the Administrative Review Time Frame. This document serves as that notice. This checklist has been provided to assist the applicant in preparing a complete application. Only complete applications can be accepted for plan review.

Project Name: _____ Project Number(s): _____

Project Address: _____

Applicant Name: _____ Email: _____ Phone: _____

----- **Staff Use Only** -----

Ground Sign Wall Sign Window Sign Billboard Other _____

Please note: Ground signs are required to be on a separate application from the wall and window signs.

Required *

Yes No

- Variance
- Use Permit
- New Comprehensive Sign Plan (CSP)
- Major amendment to CSP
- Minor amendment to CSP
- Design review
- Approval from the Historic Preservation Office (HP)

* The information above was completed based on a cursory review at the counter. It may be determined during plan review that one or more of these processes are required.

Note: If submitting through the Electronic Plan Review system, multiple copies of submittal documents are not required.

Prov Req N/A

- Completed sign application (plot plan and scope to match artwork)
- 3 copies of full color dimensioned artwork (2 additional if CSP minor amendment) with information to match scope and plot plan)
- Permission from copyright owner to use drawings
- Permission from landlord/property owner
- Photos of site, building, or leased space elevations
- 1 copy of building elevations (with signage locations and N, S, E, & W labels)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 copy of electrical plan (include licensed contractor name/license #/class & letter of confirmation if 2 nd party) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 copies of Structural engineering plan |
| Prov | Req | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 copy of Approved site plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1 copy of Approved landscape plan |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permit for existing ground sign being replaced |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Permit(s) for existing off-premise signs to be demolished |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building permit for new construction or change of occupancy |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Design Review narrative addressing guidelines |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CSP minor amendment narrative |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sign Installation Notification Applicant Certification Statement |

Per the requirements of state law, this permit application is:

- Accepted as Administratively Complete
- Deficient, items marked above are required for plan acceptance

Contact staff below for questions regarding the Administrative Review Screening

Staff Signature: _____

Print Name: _____

Phone: _____ Date: _____

This Administrative Review is valid for 180 days. For additional information visit our website at <http://phoenix.gov/pdd>