

Sign Installation Notification Applicant Certification Statement

Purpose

This process is for any sign installation where the installation may put public safety at risk.

Procedure

This process will be required for all signs, which require closure of Right of Way and/or public sidewalks. Prior to issuance of permits, the sign company (applicant) must inform and provide documentation from city departments regarding the installation technique. The installation technique must be included in the sign permit application information.

App	rovals must be obtained from the following city of Phoenix of	lepartments:
	City of Phoenix Community and Economic Development Department, Director's Office, 602-262-5040	
	City of Phoenix Fire Department, Administrative Office – 602-262-6297	
	City of Phoenix Police Department, Administrative Office – 602-262-7626	
	City of Phoenix Public Transit Department, Director's Office – 602-262-7242	
	City of Phoenix Street Transportation Department, Director's Office - 602-262-6284	
Only after documentation from every department is received will the sign permit(s) be released.		
CEF	RTIFICATION	
	I certify that I am aware of this requirement and will notify each department and know that permits will not be issued until the notifications are obtained.	
Арр	licant Signature	Date:
Applicant Name (please print):		
	I certify that I am aware of this requirement and due to the installation technique of the signs approvals are not required.	
Арр	licant Signature	Date:
Арр	licant Name (please print):	
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An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7811 or visit our website at http://phoenix.gov/pdd/licensetimes.html. This publication can be made available in alternate formats (Braille, large print, or digital media) upon request. Contact Planning & Development at (602) 262-7811 voice or (602) 534-5500 TTY.