



# SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722  
PHONE (480)362-7910 FAX (480)362-5908



## SIGN SUBMITTAL CHECKLIST

**NOTE: No sign submittals will be received without receiving at least a first review of the C of O, Tenant Improvement or New Build submittal.**

SIGNS REQUIRING A PERMIT	SIGNS THAT DO NOT REQUIRE A PERMIT (but still subject to ordinance requirements)
<ul style="list-style-type: none"><li>• Construction project identification signs</li><li>• Future development sign</li><li>• Interim business identification signs</li><li>• Special use permit and other special event (e.g., grand openings, special sales promotion) signs larger than 10 SF either ground mounted or affixed to a building</li><li>• Real estate signs advertising property for lease</li><li>• Address signs</li><li>• Business access during construction signs</li><li>• Sign walkers</li></ul>	<ul style="list-style-type: none"><li>• Special use permit and special event signs 10 SF or less in area either ground mounted or affixed to a building</li><li>• Political signs</li><li>• Sidewalk signs</li><li>• Window signs</li><li>• Way-finding/ Identification signs used to label or identify entrances of 3 SF in area or less</li><li>• Holiday decorations and lighting</li><li>• SRPMIC government and utility signs</li><li>• Vehicular entrance and exit signs of 3 SF in area or less</li></ul>

The following required items and information must be included with your sign permit submittal package.  
Failure to submit these may result in significant delays in issuing your sign permit.

### **BANNERS/ INFLATED BALLOONS:**

- Permit Application.
- Sign Information:
  - Address/location
  - CDD Planning Division Approval ([CDDPlanReview@SRPMIC-nsn.gov](mailto:CDDPlanReview@SRPMIC-nsn.gov)/ 480-362-5737)
  - Landlord and master lessee authorization on letterhead with signature/date
  - Specifications such as dimensions, elevation, electrical/ generator.
- Banners / Balloons be attached to a solid structure in a secure manner.
- Banners shall be vented to ensure they will withstand wind pressure from any direction applied to the projected exposed area.
- Banners/ Balloons shall not project above the roofline.



# SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722  
PHONE (480)362-7910 FAX (480)362-5908



## **BUILDING MOUNTED SIGNS:**

- Permit Application.
- Sign Information:
  - Type of sign
  - Address/location
  - Design Review approval case number (if applicable)
  - Sign Company contact information
  - Landlord and master lessee authorization on letterhead with signature/date
- Sign documents shall reflect size of each sign component or section.
- Documentation indicating maximum flame spread for plastic materials (Reference 2015 IBC Appendix H 107.1.1 [2.5" per minute])
- Sign attachment design from an Arizona Registered Structural Engineer or provide appropriate tables from the AZ Sign Association highlighting the fasteners to be used and substrate material.
- Provide Weep Holes per NEC Article 600.
- Reflect the method of electrical disconnect per NEC Article 600.
- Site Plan to include:
  - Drawing scale and dimensions.
  - Sign location and show the overall property/parcel proposed and existing improvements
  - Building footprint dimensions and each building elevation's length in linear feet.
    - If the sign is for a tenant in a building, include the tenant space exterior building wall length in linear feet.
    - The building or tenant exterior building linear feet is used to determine allowable sign area.
- Building Elevations:
  - Building height and exterior width of building and tenant spaces.
  - Show the proposed sign on the building. This may be an architectural rendering or photo simulation.
  - Show existing signs on the building and include dimensions and total sign area.
  - Include the sign area dimensions and total sign area in square feet.
  - Include the dimensions of the proposed sign to the edges (side, top and bottom) of the building wall segment or tenant space. For building wall placement, sign may be no closer to top, bottom or side edges than 12% of the wall segment's height and width. For tenant building wall placement, may be no closer than 2 feet from edge of tenant space.
- Sign Details:
  - Provide scaled detail drawing indicating sign mounting distance from wall and extension of wall depth beyond the wall plane (per code, signs must be flush mounted to wall and extend no more than 12 inches beyond wall surface).
  - Indicate frame material (indicate face, returns, back and mounting information)
- Sign lighting:
  - Indicate type/method of illumination



## SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722  
PHONE (480)362-7910 FAX (480)362-5908



### **MONUMENT SIGNS:** (Note: a street address is required for each monument sign)

- Permit Application.
- EPNR Approved Environmental Clearance Memo.
- Address Assignment letter from GIS.
- Sign Information:
  - Type of sign
  - Address/location
  - ECS permit number (once provided)
  - Design Review approval case number (if applicable)
  - Sign Company contact information
  - Landlord and master lessee authorization on letterhead with signature/date
- Specifications such as dimensions, electrical, footing details.
- Monument Signs shall have a design from an Arizona Registered Structural Engineer or provide appropriate design charts per AZ Sign Association for foundation and support.
- Provide Weep Holes per NEC Article 600.
- Reflect the method of electrical disconnect per NEC Article 600.
- Site plan to include:
  - Drawing scale and dimensions.
  - Sign location and show the overall property/parcel proposed and existing improvements (e.g., buildings, sidewalks, landscaped areas, drive aisles and parking areas).
  - Plan must dimension sign setbacks from property line/right of way (or where no right of way, the edge of curb) and show that there are no utility conflicts.
  - Provide distance from proposed monument to other freestanding signs on the site and abutting parcels as measured along edge of the street.
  - Indicate the clear visibility zone and traffic safety triangles (see attached document for requirements)
- Sign Elevations:
  - Provide dimensioned architectural drawing showing what the sign will look like, including colors and materials.
  - Dimension the sign area and height



## SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

10005 EAST OSBORN ROAD / SCOTTSDALE, ARIZONA 85256-9722  
PHONE (480)362-7910 FAX (480)362-5908



### **FREEWAY PYLONS:** (Address shall be assigned to each pylon sign)

- Permit Application.
- EPNR Approved Clearance Memo.
- Address Assignment letter from GIS.
- DR Approval letter.
- Plans must be electronically sealed and signed by the designer of record.
- Structural calculations.
- Soil Report.
- SRPMIC Special Inspection Certificate completed.
- Specifications such as dimensions, electrical, footing details, height of the pylon, etc.
- Internal electrical wiring shall be approved for damp or wet location as applicable unless sign is waterproof. Identify on plans method of compliance.
- Site plan to include:
  - Include drawing scale and dimensions.
  - Indicate sign location and location relative to buildings and the freeway.
  - Plan must dimension sign setbacks from property line/Freeway right of and show that there are no utility or other conflicts.
  - Provide distance from proposed pylon to other freestanding signs and Pylons within 1,000 feet.
  - Indicate the clear visibility zone and traffic safety triangles (see attached document for requirements)

Once all review activities are completed and approved, applicants will receive an email notification that the permit is ready to be issued.

Before permit issuance, Contractor must have a current SRPMIC Business license. A business license can be obtained at the following link: <https://businesslicense.srpmic-nsn.gov/LicenseTax/>