



Get Your Sign Permit Approved in One Review



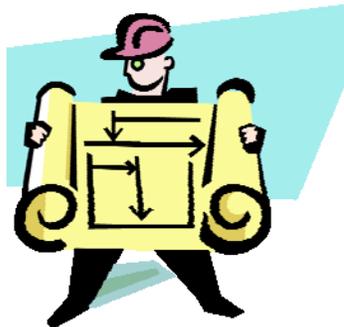
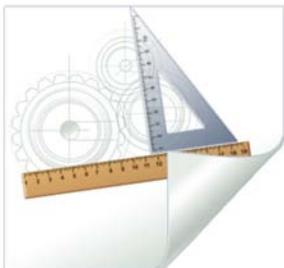
Development & Sustainability
55 N. Center St. Mesa 85201
480-644-4273
www.mesaaz.gov

Step 1: *Read* the Zoning Ordinance Chapter 43 Sign Regulations to verify your sign meets the maximum quantity and area allowances as specified in 11-43-3. Zoning district can be determined at www.mesaaz.gov/maps.



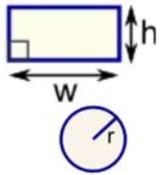
Step 2: *Verify* that the proposed sign also complies with any previous sign variances or comprehensive sign plans approved by the Board of Adjustment or Zoning Administrator. Case numbers can be found at www.mesaaz.gov/maps and case files may be viewed at the Document Retrieval desk in Development Services.

Step 3: Provide **construction drawings** that show how the sign will be constructed: all materials clearly identified and labeled, UL listed electrical information, construction or attachment detail that shows how sign will be attached to the building. For detached signs, provide engineered footing details and specifications noting all base, cabinet or embellishment materials.



Step 4: Provide **sign area calculations**

that show the individual dimensions of the sign(s), cabinets, logos, backgrounds, etc., and overall dimensions of each grouping of letters or lines of copy, dimensions of the spaces between lines/logos/groupings, and of the overall sign area. Detached sign dimensions need to include sign copy area, overall cabinet dimensions, base and/or embellishment dimensions, overall height above grade, and side profile or width.

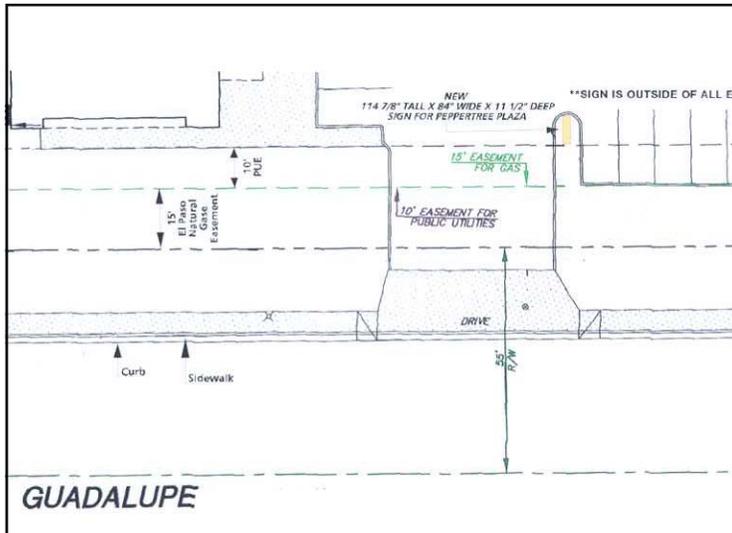
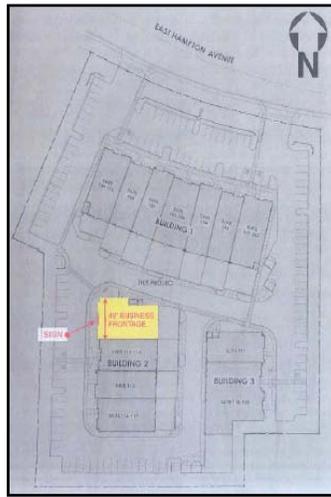


Step 5: Provide **photo elevations** showing the proposed sign on the building or suite frontage, or photo elevations of the finished design of detached signs including base and/or embellishments. Reference 11-43-2 C. Mesa Zoning Ordinance.

Step 6: Provide photo elevations of all **existing signs** on the building, suite or detached signs and include dimensions of each existing sign. Existing non-conforming signs (including over-size, over-height or non-conforming design such as pole signs) are required to comply with 11-48-1 Mesa Zoning Ordinance.



Step 7: Site plan-Attached signs: provide a site plan with an accurate depiction of the building location on the property, suite location and dimensions, and the location of all existing or proposed signs on the building.



Step 8: Site plan-Freestanding/detached signs:

- Site plan showing the building location, property frontage dimension and improvements (curb/gutter, public sidewalk, private sidewalks, parking area improvements, screen walls, site walls, buildings or other structures), and existing or proposed detached sign location(s).
- Label and dimension the actual right of way measured from center line of the street to the property line; and for arterial streets, the future right of way dimension. Reference 11-47-3 Mesa Zoning Ordinance.
- Label and dimension any existing easements along the street frontage or that are located on the property in the area of the proposed sign.
- Identify the dimension from the leading edge of the sign (cabinet and base) to the back of curb, and to the right of way.

Step 9: Provide one **complete set** of color plans.

Step 10: Remember! It is the applicant's responsibility to complete all research prior to submitting for sign permit plan review, and to provide all necessary information. Your research and efforts prior to submittal will help ensure that plans do not get returned for corrections or for incomplete submittal.

INSPECTION REQUIRED! Now that you have a permit, set-up the required inspection(s) including the final inspection. **The sign permit process is not completed until the final inspection is approved.**

Additional resources for site plan information:

- Quarter section maps will show existing City of Mesa utility locations (not available electronically) and general site layout of a property. Available for viewing in Development Services lobby.
- Improvement records, city road or utility improvement plans, or construction plans for the site or related projects may be available at the Development Services Document Retrieval desk which may provide site plans or drawings that have the required information.
- Maricopa County's website www.maricopa.gov/assessor will show the existing dedicated right of way dimension, property dimensions, and will also have links to the recorded subdivision plat, if any.
- Recorded subdivision plat will show any dedicated easements and are available at www.maricopa.gov/assessor. Enter the parcel number or address, and click on the MCR# link under the parcel information. Copies may be available for viewing at the Development Services Document Retrieval desk.

[Permit, Planning or Code compliance case tracking prior to June 12, 2017](#)

[Check the status of items submitted after June 12, 2017](#)

[Construction Plan Review, Planning, Construction Inspections, Code Compliance, Fees & Charges](#)

[Zoning ordinance, Planning processes \(Variances, Comprehensive sign plans\), Meeting agendas/minutes](#)

[Planning/zoning map](#)