



SIGN SUBMITTAL CHECKLIST

Following is a list of minimum submittal requirements for all sign permit requests. Each sign and property is unique; additional information may be required upon review of the submittal documents.

- ✓ **Completed Construction Permit Application.**
- ✓ **Completed Contractor Licensure Verification Form.**
- ✓ **2 copies of the site plan including:**
 - Scaled drawings.
 - North arrow for orientation.
 - Property lines and dimensions.
 - Street name(s) with existing and future right of way dimension(s).
 - Front footage of buildings and/or suites with dimensions.
 - Existing easements need to be labeled and dimensioned.
 - Proposed and existing signage locations.
- ✓ **2 color copies of proposed and existing signage:**
 - Detailed description or explanation of all proposed & existing signage.
 - Dimensions of the overall sign copy area including any negative space between lines of copy or words, backgrounds, logos, etc.
 - Case number of comprehensive sign plan, special use permit, zoning or design review case, if applicable.
 - Specify sign materials including colors and finishes.
 - Internally illuminated cabinet signs noted with an opaque background.
 - Elevations showing proposed sign location(s) on the building or site.
 - Detached signs should incorporate design features, materials and colors from the building and have a monument-style base (11-19-8E & 11-14-3E).
- ✓ **2 copies of construction specifications:**
 - Construction details of the sign.
 - Detail showing method of attachment to the building.
 - Electrical specifications for illuminated signs (must be UL listed).
 - Engineered footing details or ASA approved footing details for ASA members.
- ✓ **Landlord or management approval letter, if applicable.**
- ✓ **Additional information may be required after plan review.**

FAQ'S REGARDING SIGNAGE IN MESA

➤ **Do I need a permit to put up a sign?**

A permit is required for installation of all new signs and for modification or replacement of existing signs. Exclusions to this rule can be found in Section 11-19-8(B) of the City of Mesa Zoning Ordinance.

➤ **Does maintenance of my sign require a permit?**

A permit is not typically required for standard sign maintenance such as painting, replacing bulbs or minor electrical repairs. For cabinet or monument signs, the plex face may be replaced with a similar material. Opaque or muted color backgrounds are to remain opaque or muted, as per the initial sign permit approval. All other repairs or changes require a permit.

See Section 11-19-8(H) of the Mesa Zoning Ordinance for more detailed information.

➤ **Can I have temporary signs like banners or A-frames?**

Display of banners and non-rigid signs requires a 30-day Use Permit, and can only be issued for the initial grand opening of a new business, new occupancy or new proprietor or management. A-frame signs and all other portable signs are prohibited except as specified in Sections 11-19-6(F), 11-19-7(B) and 11-19-8(D) of the Zoning Ordinance. Complete information on temporary signs can be found in Section 11-19-7 of the Zoning Ordinance. **Note:** a change in management generally involves a change in ownership. A change in management is NOT a change to the specific person managing the site when the ownership of the site does not change.

Banner permits are issued by the Building Safety Division and do not typically require a plan review.

➤ **What is considered a "sign"?**

A sign is any device conveying a message that is used to bring the subject thereof to the attention of the public (excluding the lawful display of merchandise). Items that are considered "signs" include:

1. Any letter, numeral, figure, emblem, picture, outline, character, spectacle delineation, announcement, trademark, logo (including statues); or
2. Multiple-colored bands, stripes, patterns, outlines, or delineation displayed for the purpose of commercial identification (including murals);
3. Anything mentioned in 1 or 2 above (in part or in combination) by any means, which is visible from beyond the boundaries of the development site displayed for the purpose of attracting attention outdoors to make anything known.

Paraphrased from Sec 11-19-5(UU), Mesa Zoning Ordinance.

➤ **How big can my sign be?**

Attached signs: Refer to Chapter 11-19 of the Mesa Zoning Ordinance for specific criteria since the maximum allowable sign area is dependent on the zoning district. Generally, a business within a Commercial zone is allowed 2 sq ft of sign area for every linear foot of suite or building frontage with a maximum total sign area of 160 sq ft. Businesses with less than 100 ft of frontage are allowed 2 total signs and businesses with more than 100 ft of frontage are allowed 3 total signs.

Detached signs: overall height and sign area are dependent on the zoning district of the property and the property street frontage. Maximum individual sign height is 12 feet with 80 sq ft of sign copy area. Detached signs for properties or buildings within a Group C-O-I (commercial-office-industrial) development have different criteria that are specifically defined in Chapter 19.

See Section 11-19-6 of the Mesa Zoning Ordinance for specific information.

➤ **How do I calculate my sign area?**

Sign area is specifically defined and explained in Section 11-19-5(VV). Briefly, sign area is determined by a single continuous perimeter composed of parallelograms, circles, ellipses, trapezoids and triangles around the sign copy. Or, a combination of any 2 of the above which enclose the extreme limits of the sign copy where the 2 shapes used are connected at a tangent point. If a backing or background is used, it must be included in the sign copy area. For detached signs with multiple panels, the outer most dimensions of the cabinet or total area of the panels determines the sign copy area.

➤ **Where on my property or building can I put my sign?**

Signs must be installed on the specific portion of the building your business occupies; you cannot place a sign on a suite or portion of the building that is not occupied by your business.

Freestanding signs must be placed on the specific property being identified. Off-site signs are prohibited. Signs may not be located within any public easements, may not be within the right of way or future right-of-way for arterial streets, and shall not be closer than 50' to any other freestanding sign.

➤ **What can I do with an existing pole sign on my property?**

Pole signs or detached signs that do not have a monument base are considered non-conforming signs. A non-conforming sign can be maintained "as-is", or repaired with no changes or upgrades to the sign or structure. If the sign is being upgraded or any new signage is being installed on the property, attached or detached, all non-conforming signs must be brought into full compliance with current sign standards before new signs may be installed.

See Section 11-19-2 of the Mesa Zoning Ordinance for specific information.

➤ **Does Mesa have design criteria for signs?**

Attached signs: should be individual letters such as pan channel.

Detached signs: should be monument-style with a base of metal or masonry; should incorporate design features associated with the building or structure; should constitute an architectural component of the overall development with similar colors, finishes and materials; internally illuminated signs should provide an opaque background so that only the sign copy is illuminated, such as routed copy.

See Sections 11-19-8(E) and 11-14-3(E) of the Zoning Ordinance for more detailed information.

➤ **What is a comprehensive sign plan (CSP) and do I need to follow it?**

The purpose of a Comprehensive Sign Plan is to provide for the establishment of sign criteria tailored to a specific development, and which *may* vary from specific Sign Ordinance requirements. The intent is to provide for flexible sign criteria that promote superior design through architectural integration of the site, buildings and signs. [Sec. 11-19-8(D)13]

Once approved by the City, the CSP establishes the on-site sign requirements, even if it is more restrictive than Chapter 11-19. All signs within the applicable development must follow the comprehensive sign plan criteria including number, size, location, and design of the sign.

Approved CSP's can be viewed at the City of Mesa Planning Division office at 20 E. Main St #130.

➤ **May I keep a sign that is larger than the maximum sign height and/or sign area for a zoning district?**

Yes, a larger than ordinance maximum sign may be “grandfathered”, provided any work on the sign is considered “maintenance” under Sec 11-9-5. However, any work at the property requiring a sign permit or a building permit will require all non-conforming signs to be removed, and any new signs to be built in conformance with Sign Ordinance standards.

➤ **What kind of information do I need to provide for a sign permit?**

- ✓ Permit Application
- ✓ 2 copies each:
 - Detailed site plan identifying the sign & building location(s)
 - Construction drawings of signage including dimensions of signage
 - Color elevations showing the proposed signage including colors and materials
 - Plans or elevations identifying existing signage with dimensions
 - Engineered footing details or ASA footing detail for members
 - Construction specifications such as electrical wiring and attachment details
- ✓ Approval letter from landlord or Management Company for the proposed signage

➤ **Where can I get a site plan to include with my submittal?**

Site plans can be obtained by written request from the Building Safety Division. Requests typically require 2-3 days processing time. There is no guarantee that the City has a site plan on file.

Or, provide your own site plan drawn to scale that includes: north arrow, property lines and dimensions, building locations and dimensions, street right of way dimensions, building or suite frontage dimension for attached signs, any easements, and all existing and proposed sign location(s).

➤ **Where and when can I submit my sign permit application?**

Submit all sign permit application materials to the City of Mesa Building Safety Division located at 55 N. Center Street, between the hours of 7:30 a.m. and 5:00 p.m.

➤ **How long does it take to get a sign permit?**

Plan review of sign submittal documents typically takes up to ten (10) business days from the date submitted. Sign permit requests may require more than one plan review before approval can be granted.

➤ **How much will my sign permit cost?**

Refer to the Building Safety Division Schedule of Fees for current sign permit fee information.

➤ **Where can I find a copy of Mesa’s sign ordinance?**

The sign requirements and criteria for Mesa are specified in Chapter 19 of the Zoning Ordinance. A copy can be viewed or downloaded at: <http://www.cityofmesa.org/planning/zoningord.asp>. Additional sign design information can also be found in Chapter 14.

➤ **Who do I call if I have more questions?**

Contact the Building Safety Division Development Information Specialists at 480-644-4273 or the Planning Division Planner of the Day at 480-644-2385, or visit either office to speak to a staff member.