

Chapter 47 Sign Permits

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11-47-1: Sign Permits, Inspections, Fees, and Penalties

A sign requiring a permit shall be erected, constructed, or relocated in compliance with all requirements of Title 4, Chapter 1 of the Mesa City Code including the requirements relating to permits, inspections, fees, and penalties.

11-47-2: Signs and Actions Not Requiring a Sign Permit

- A. A sign permit is not required for the following signs or defined actions if such sign or action complies with the provisions of this Sign Ordinance. (Note: An electric permit is still required for any exterior electric signs.)
1. A change in sign face with no structural or electrical changes or alterations.
 2. All signs six (6) square feet or less in area and not otherwise prohibited by Chapter 45 of this Sign Ordinance;
 3. Unilluminated portable signs thirty-two (32) square feet or less in area, and specifically listed as permitted by Chapter 42 of this Sign Ordinance;
 4. Standard sign maintenance, as defined in Section 11-50-1;
 5. Relocation of a sign when required as an action of the City or another governmental agency;
 6. Window Sign;
 7. Flag; or
 8. Vehicle Sign.
- B. All other signs or actions require a sign permit.

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11-47-3: Sign Permit Application Requirements

Application Requirements. An applicant must apply for a sign permit in compliance with Sections 4-1-4 of the Mesa City Code. In addition to the requirements in Section 4-1-4, the application must include:

- A. All required fees;
- B. Graphic depictions of the sign, in plan and elevation views, including:
 - 1. A description of the sign type and materials used for the sign and sign structure;
 - 2. Dimensions of the sign or sign panel defining the proposed sign area including sign copy;
 - 3. Dimensions of the sign structure; and
 - 4. Sign location.
- C. Construction specifications, including structural calculations;
- D. Specifications and designs for electrical components and wiring (if applicable);
- E. The method of attachment if the sign is attached to a building or similar structure;
- F. Design of structural members for attached signs; and
- G. Scale drawings depicting the following:
 - 1. Location(s) and distance(s) of the leading edge of the sign (attached or detached) that is closest to:
 - a. The adjacent property line(s) that is not coterminous with a right-of-way line;
 - b. The future width line of the closest adjacent street; and
 - c. The right-of-way; and
 - 2. The zoning for the parcel where the proposed sign(s) are located and the zoning for all abutting parcels.
- H. Demonstrated conformance with the conditions of any approved use permit.
- I. Demonstrate there are no unauthorized signs on the property by providing current photographs of the entire property.

11-47-4: General Provisions

- A. **Public or Private Nuisance.** A sign permit issued by the City does not constitute permission or authorization to maintain a public or private nuisance, and does not constitute a defense in any action to abate a nuisance.
- B. **Sites Displaying Existing Prohibited Signs.** The City will not issue a sign permit for new or additional signs if a site currently displays an unlawful or prohibited sign(s). The City may issue a sign permit provided the term of the permit specifies the modification or removal of all unlawful or prohibited signs on the property.
- C. **Conformance with Approved Plans.** A sign for which a sign permit is issued shall be constructed, installed, maintained, or displayed in complete conformance with all terms, requirements, and stipulations specified by the approved plans and sign permit, including visual appearance requirements as specified in Section 11-43-3.

11-47-5: Required Inspections

A sign which requires a sign permit is subject to the following inspections, unless waived by the Building Official or designee:

- A. Footing inspections on all detached signs, including situations where square footage or panels are added to existing detached signs.
- B. Electric inspections on all electrical signs, prior to placement.
- C. Final inspection which includes structural members, height, design, materials, and area.
- D. Any other inspections required by Title 4 of the Mesa City Code.

11-47-6: Sign Permit Required for Comprehensive Sign Plan

A sign permit is required for a sign(s) authorized by an approved Special Use Permit for a Comprehensive Sign Plan. The applicant must submit a sign permit application prior to the expiration of the Special Use Permit.

11-47-7: Signs Placed within Future Width Line of Right-of-way

- A. A sign permit for a sign(s) proposed within the future width line of right-of-way as specified in Section 11-2-3-L of the Zoning Ordinance, and not within the right-of-way, is allowed if authorized by:
 - 1. An approved variance, or
 - 2. As a replacement sign in accordance with Section 11-47-2-A-5 of this Sign Ordinance.
- B. The sign owner must enter into the City's sign agreement. The sign agreement requires approval by the Planning Director. The City, upon receipt of an executed sign agreement, will issue a sign permit. The sign owner is responsible for the cost of relocating the sign(s), at the owners'

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expense, to an authorized location outside of the right-of-way when the right-of-way is widened or when required by the City in conjunction with a public improvement.

- C. The sign owner must submit a Certificate of Insurance that complies with the City's current insurance requirements.

11-47-8: Appeal of Denial or Refusal to Issue a Sign Permit

When the Building Official or designee, in consultation with the Zoning Administrator, refuses to issue a sign permit on the grounds of violation of this Sign Ordinance, the applicant or the owner of property owner may appeal the decision to the Board of Adjustment in accordance with Section 11-77-3 of the Zoning Ordinance. When the Building Official or designee refuses to issue a sign permit on the grounds of violation of the Building or Electrical Code, The applicant or the owner of the property may appeal such decision to the Building Board of Appeals in accordance with Title 4 of the Mesa City Code.

11-47-9: Revocation and Expiration of a Sign Permit

- A. Pursuant to Title 4 of the Mesa City Code, the Building Official or designee may suspend or revoke a sign permit.
- B. A sign permit expires if work under the sign permit is not commenced within one-hundred eighty (180) days of the issuance of the sign permit. The Building Official or designee may extend the sign permit if an applicant submits a request in writing demonstrating justifiable cause.