

## Town of Sahuarita

375 W. Sahuarita Center Way  
Sahuarita, Arizona 85629  
520-822-8866  
<http://www.sahuaritaaz.gov>



## Sign Submittal Checklist

The following items are required and submittals must be complete before accepted for review.

For current codes and amendments please visit our website at: <http://sahuaritaaz.gov/buildingsafety>.

- ❑ **Completed Town of Sahuarita Permit Application**
  - ❑ Permit application can be found online at <http://sahuaritaaz.gov/buildingsafety>
  - ❑ Property owners email address is required
  - ❑ Sign and date the application
  - ❑ Plan check fee must be paid at time of submittal
- ❑ **2 Copies of Drawings** (minimum 11 x 17)
  - ❑ Site Plan
  - ❑ Elevation/s, include color scheme
  - ❑ Structural Plan, if applicable
  - ❑ Electrical Plan, if applicable
- ❑ **2 Copies of Structural Calculations OR Arizona Sign Association Calculations**, if applicable
- ❑ **1 Copy of Soils Report**, if structural calculations reference a soils report
- ❑ **Completed Contractor Form**
  - ❑ Provide contractor's/subcontractor's license number and Sahuarita business license number
  - ❑ Any business doing work in the Town of Sahuarita requires a business license. There is currently no cost for a business license. Please contact the Clerk's office at 520-822-8801 for further assistance.

### Note:

- Separate building permits are required for each free-standing sign on a property. Two or more signs located on the same building can be on one building permit.
- Sign square footage, location and dimensions must be clearly identified on the drawings.
- Free-standing signs require overall height of sign as well as dimensions of the sign.
- Signs always require zoning clearance.
- Signs also require a building permit when electrical or structural elements are involved.
- Flagpoles require a sign permit.
- Zoning review is required and will be part of the building permit process.
- Access opening, walkway and light for servicing of the sign will be required if located in a soffit.

**Illuminated signs shall be turned off no later than 11:00 p.m. or when the business activities cease, whichever is later. If the business remains open after 11:00 p.m. the lighting source shall be reduced by 50% output from 11:00 p.m. until sunrise, and the sign shall be turned off when the business closes.**