



375 W. Sahuarita Center Way
Sahuarita, Arizona 85629
520-822-8866

<http://www.sahuaritaaz.gov>

Sign Submittal Checklist

TO BE USED FOR – ALL COMMERCIAL SIGNS– PERMIT APPLICATIONS

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

For current codes and amendments, please visit our website at
<https://sahuaritaaz.gov/789/Building-Codes>

Submit Application Online <https://aca.accela.com/TOS/Default.aspx>

- Create a user profile online, directions on the website
- Complete all information and submit all of the following required documents on the website
- Plan check fee must be paid for the application to be deemed complete and for the plan review to begin

Upload the following construction documents in PDF format only

- Site Plan
- Elevation/s, include color scheme
- Structural Plan, (if applicable)
- Electrical Plan, (if applicable)

Upload Structural Calculations OR Arizona Sign Association Calculations, (if applicable)

Upload 1 Copy of Soils Report, if structural calculations reference a soils report

Upload Completed and Signed 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, and it can be applied for at <https://sahuaritaaz.gov/248/Business-Regulatory-Licenses>.
- 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.
- Sign lumens and color must comply with Dark Sky requirements per Town of Sahuarita Lighting Code

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.