



## City of Phoenix

PLANNING AND DEVELOPMENT DEPARTMENT

### HOW TO APPLY FOR SIGN PERMITS DURING THE 2016 COLLEGE FOOTBALL PLAYOFF CHAMPIONSHIP CIVIC EVENT:

1. Coordinate property owner and Arizona Organizing Committee permission for artwork and location of sign placement. All temporary signs require a sign permit prior to installation.
2. Make sure there are two copies of the sign drawings with approval notes.
  - The sign drawings should include dimensions of the sign (height and length). You should also know the height of the building where the sign will be placed.
  - State Law requires all electrical work to be performed by a licensed electrical contractor.
  - The drawings and application should describe how the sign will be attached.
3. If the sign exceeds the following sizes, separate structural engineering will be required:
  - Roof or canopy signs when the area of the face of one sign or aggregate area of all signs exceeds 25 square feet.
  - Ground signs when the area of one face or the aggregate area of all signs on the sign structure exceeds 35 square feet and the structure exceeds 6 feet in height.
  - Wall signs in excess of 100 square feet except individual letters and insignia attached directly to the building where no individual letter exceeds 100 square feet, or any signs painted directly upon the wall of a building.
  - If signs are unusual or unique, structural calculations may be required.
4. Portable “A” frame signs or sandwich boards are prohibited.
5. No sign shall encroach into the public right-of-way or the traffic visibility zone at corners or driveways.
  - Balloons shall be securely fastened. They shall be set back from the property line at least 1 foot for each foot in height of the balloon, including tethering cord.
  - Banners shall be attached to a solid structure, in a secured manner. They shall have a minimum clearance of 8 feet above grade when placed above an area open for the common or general use of the public. They shall be vented to ensure they will withstand wind pressure from any direction applied to the projected exposed area.
  - Some signs within the City approved Championship Campus footprint may be permitted if the sign is located on or within event and sponsor activation areas in portions of the right-of-way which have been temporarily closed for the College Football Playoff Championship.
6. Signs being held by people (i.e. sign walkers) do not require a City sign permit. However, once the sign is not being held by a person, it would have to comply with the other regulations outlined in this document. Sign walkers must not impede the flow of vehicular or pedestrian traffic.
7. Sign permit applications not requiring engineering will take approximately 5 days to review. We encourage submitting the applications in a timely manner to make sure installation dates are met.
8. Applications for temporary sign permits will typically take 7 business days or 10 business days when structural review is required. The fees will be as follows: \$150 for sign review, \$300 for structural review if applicable, and \$150 per sign permit. Applications will be taken in person at 200 West Washington Street, 2<sup>nd</sup> Floor, Sign Counter.