



Town of Queen Creek  
 Building Safety - Development Services Department  
 22358 S. Ellsworth Rd.  
 Queen Creek, AZ 85142 480-358-3003

# Permanent Sign Permit Application

Permit applications expire after 180 days

Record No. (Town Use Only)

## GENERAL SITE INFORMATION

Project Address (include Building number, if applicable)	Lot #	Suite, Space, Apartment # (if applicable)		
	Assessor's Parcel No.	County		
Subdivision or Retail Center Name		Business Name (if applicable)		
Property Owner Name		Telephone		
Property Owner Mailing Address	City	State	Zip	

## CONSTRUCTION INFORMATION

Construction & Occupancy Type(s)	Proposed Use(s)	Total Sq Footage(s)	Valuation(s) of Construction or Demolition	
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(Description / Scope of work)

## COMMUNICATION CONTACT INFORMATION

**NEW!** Contacts indicated below will receive automated E-mail communications during the permitting and construction processes.

Contact Type	Email Address
<input type="checkbox"/> Owner	
<input type="checkbox"/> Applicant	
<input type="checkbox"/> Design Professional	
<input type="checkbox"/> General Contractor	
<input type="checkbox"/> Business Owner	

## APPLICANT or OWNER'S AUTHORIZED AGENT

Applicant / Contact Name (please print)		Applicant Business Name (if applicable)		Telephone
Mailing Address	City	State	Zip	Email

I hereby certify that I have read this application and state that the above information is correct and that I am the owner or the duly authorized agent of the owner. I understand that the development fee charges provided at this time are only a good-faith estimate and that a request for a development fee offset or exemption must be made at the time of this application. I agree to comply with all Federal, Town and State laws relating to building construction. I hereby authorize representatives of the Town of Queen Creek to enter upon the above-mentioned property for inspection purposes. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of acceptance, unless such application has been pursued in good faith or a permit has been issued.

**Signature**

**Date**

NOTICE: Per ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice. **A.** A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition. **B.** Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable. **C.** This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes. **D.** A municipality shall not request or initiate discussions with a person about waiving that person's rights. **E.** This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section. **F.** A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy. **G.** This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02. Per A.R.S. 9-495, in any written communication between the Town and a person, the Town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following: demands payment of a tax, fee, penalty, fine or assessment, denies an application for a permit or license that is issued by the Town, or requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the Town. An employee who is authorized and able to provide information about any communication that is described above shall reply within five business days after the Town receives that communication.



Town of Queen Creek  
 Development Services Department  
 22358 S. Ellsworth Rd.  
 Queen Creek, AZ 85142-9311  
 480-358-3003

# SIGN PERMIT SUBMITTAL CHECKLIST

GENERAL SITE INFORMATION		
Property Address (include Building and/or Suite number, if applicable)		Assessor's Parcel No.
Subdivision or Retail Center Name	Tenant/Business Name	
PERMANENT SIGN INFORMATION		
<b>Sign Type:</b> <input type="checkbox"/> Monument/Freestanding Sign <input type="checkbox"/> Wall/Building-mounted <input type="checkbox"/> Both		Valuation of Sign(s)
# Signs:	<input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated	Height Above Grade (Monument Signs Only)
Description/Scope of Work:		
SIGNATURE		
<p>I hereby certify that the above information is correct, and that I am authorized to file an application on said property, being either the owner or authorized agent to file on behalf of the owner. Anyone applying without authorization from the property owner(s) shall be subject to penalty under all applicable laws.</p>		
_____		_____
Property Owner Signature		Date
_____		_____
Applicant Signature		Date

## SIGN PERMIT SUBMITTAL CHECKLIST

Sign Designs that indicate:

- Sign dimensions
- Sign copy
- All materials and colors
- Method of construction and attachment to the building
- Type of illumination (if any)

Elevations

- Provide photographs or scaled building elevations indicating the location of signs and the total street frontage or occupancy frontage for multi-tenant buildings.

Site Plan

- Indicate the location of sign(s) on the building

Additional Information Required for Monument/Freestanding Signs:

- Indicate the location of sign(s) in relation to nearby buildings, structures, rights-of-way, property lines, easements and driveways.
- Provide specifications, structural drawings, and foundation details.

**PLEASE RETURN THIS FORM WITH YOUR SUBMITTAL. SUBMITTALS WITHOUT THE ABOVE INFORMATION ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.**



## Licensed Contractor Declaration Permit Application Supplement

<b>Licensed Contractor Declaration State Statute 32-1169 A</b>			
Project Address			
Contact Name		Phone Number	
Contractor Business Name		Phone Number	
Mailing Address	City	State	Zip Code
Email Address			
ROC License Number		License Class	
<b>Signature</b>		<b>Date</b>	
<b>Owner/Builder Declaration of Exemption State Statute 32-1121 A</b>			
<input type="checkbox"/> Owners of property who improve such property or who build or improve structures or appurtenances on such property and who do the work themselves, with their own employees or with duly licensed contractors, if the structure, group of structures or appurtenances, including the improvements thereto, are intended for occupancy solely by the owner and are not intended for occupancy by members of the public as the owner's employees or business visitors and the structures or appurtenances are not intended for sale or for rent.			
<input type="checkbox"/> Owners of property who are acting as developers and who build structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor licensed pursuant to this chapter and owners of property who are acting as developers, who improve structures or appurtenances to structures on their property for the purpose of sale or rent and who contract for such a project with a general contractor or specialty contractors licensed pursuant to this chapter. To qualify for the exemption under this paragraph, the licensed contractors' names and license numbers shall be included in all sales documents.			
I understand that State Statute 32-1169 B. states that: The filing of an application containing false or incorrect information concerning an applicant's contractor's license with the intent to avoid the licensing requirements of this chapter is unsworn falsification pursuant to section 13-2704.			
<b>Signature</b>		<b>Date</b>	