



This information addresses the most common questions regarding signs and obtaining sign permits. All code sections referenced are found in the city of Phoenix Zoning Ordinance. For further sign information or sign complaints, contact the Sign section at 602-495-0301.

Where do I apply for a sign permit?

Sign permit applications are submitted at the signs counter in the Development Center, located on the second floor of Phoenix City Hall, 200 W. Washington St. (northeast corner of Third Avenue and Washington Street). Parking is available at the parking garage at 305 W. Washington St. (southwest corner of Third Avenue and Washington Street). Limited metered parking is also available on the street. Business hours are 8 a.m. to 5 p.m., Monday through Friday, holidays excepted.

What information should I bring to apply for a sign permit?

The more information you bring, the easier the process will be. The following information will be required to submit a permit application:

- Drawing of the proposed sign with dimensions (height and length)
- Wall signs - measurement of the length of the occupied space of the business and how the sign is attached (bolts, silicone, nails, etc.)
- Ground signs - Need to provide measurements from back of property line to the leading edge of the sign and from either the side property line or some other permanent item (driveway curb, etc.). In addition, the size of the posts/pole and footing depth and width are needed. Ground signs that exceed six feet in height and thirty-two square feet in area, require structural engineering that is sealed by an Arizona State registered architect or structural engineer
- State law requires all electrical work to be performed by a licensed electrical contractor. The license number, name, address and telephone number of the contractor are required
- If you have received a violation notice, please bring this with you.

How much will a sign permit cost?

Sign fees vary based on the request. You only pay for the services you receive. All sign fees are found in Appendix A.2 of the Phoenix City Code. Typically, fees include the following:

\$150 for office review and \$150 field check.

Other fees include:

- Sign permit fee for wall, window, and directional - \$75
- Sign permit fees for ground signs including construction and real estate signs - \$150
- Sign design review - \$150 per hour
- Structural engineering - \$150 per hour (minimum 2 hours - \$300 required)
- Electrical sign inspection - \$150
- Electrical component inspection - \$150 per sign

How much sign area can I have?

- Wall signs - Sign area is based on the length of wall occupied by the business. For example, if your business has 110 feet of building frontage, then 110 square feet of sign area is permitted. All businesses are entitled to a minimum 50 square feet of sign area, unless restricted by some type of zoning stipulation (comprehensive sign plan, rezoning, etc.). Wall signs in single family, multi-family and non-residential uses located in residential districts are subject to a different formula for sign area. Please refer to Table D-1 found in Section 705.D. of the Phoenix Zoning Ordinance or contact the Sign Services Section, 602-495-0301.
- Window signs - are permitted to cover up to 30% of the window area, however, there are some zoning districts such as the downtown core that only permit 20% and some comprehensive sign plans that prohibit them at all.
- Ground Signs - For general information regarding ground sign entitlements please refer to Section 705.D.2 and Table D-1 of the Phoenix Zoning Ordinance. Due to spacing requirements and other ordinance requirements staff can only give general information, additional research is usually required for more specific information.

Please note that there are zoning and overlays districts that have different signage standards than those that are found in Section 705. It is important to know the zoning that is on the parcel to better understand what standards will apply.

How long does it take to obtain a sign permit?

If complete, accurate information is received at the time the application is submitted and all ordinance requirements are met, a wall/window sign is usually approved within 7 days of submittal, while ground signs typically take 14 days. It may be possible to obtain a permit over-the-counter if you bring in complete photographs of the site and the proposed sign location. Over-the-counter approvals are solely at staff discretion.

I have more questions. Who do I call?

Contact the Sign Services staff at 602-495-0301