



A.R.S. § 9-836 requires that an applicant for a license (permit) be provided with applicable licensing time frames and a list of all the steps the applicant is required to take in order to obtain the license. This guide outlines the items that must be completed and approved prior to building permit issuance and the total time in which staff will complete their review and make a determination if a permit application will be issued or denied.

Date: _____ Team Leader: _____ Team Leader Phone #: _____

Project #s (LPSG): _____

Project Location: _____

Project Scope: _____

Applicant Name: _____ Applicant Contact #: _____

Additional information regarding definition and timeline for each item can be found in the *Project Sequence Guide Definitions* document.

Sign Items	N/A	Required	TBD	Guaranteed Maximum Staff Time*	Comments
Sign Variance				82	Plan Review and Variance Process are consecutive
Sign- Billboard				80	
Sign Use Permit				82	Plan Review and Use Permit Process are consecutive
Sign CSP Major Amendment				82	Plan Review and Amendment Process are consecutive
Sign CSP Minor Amendment				56	
Sign Design Review				40	
Sign Engineering Review				60	
Ground Sign Plan Review				60	Cannot log in until use approval is verified.
Wall/Window Sign Plan Review				30	Cannot be log in until use approval is verified.
Comprehensive Sign Plan				82	

* The Guaranteed Maximum Staff Time is measured in calendar days and reflects Planning & Development staff time only and does not encompass the entire process as it relates to each item.

The Guaranteed Maximum Staff Time for each approval or permit is based on the information provided by the applicant as of the date shown on the first page of this guide. Any addition, deletion or modification of the information provided by the applicant on a later date may delay the Guaranteed Maximum Staff Time and trigger additional requirements.