

# CITY OF BULLHEAD CITY SIGN

This list has been compiled in order to outline the most common type of Sign Installation submittal. All requirements for a specific project type may not be listed. It is the applicant's responsibility to verify specific conditions of approval. If you have questions contact City staff for clarification prior to submittal at 928-763-0123. Failure to provide a complete submittal, as outlined below, may cause delays in the processing of your permit.

#### **GENERAL REQUIREMENTS FOR PLAN SUBMITTAL:**

- One (1) completed permit application worksheet.
- Two (2) copies of 8 1/2" x 11" site plan.
- Two (2) complete sets of PLANS.
- Plan review fees are collected at the time of submittal.

Items that require design by a registrant, per the building code or the Arizona Board of Technical Registration, are to be sealed and signed by an Arizona licensed registrant. City ordinance requires one set to contain the registrant's original signature the second set can be a copy.

#### **PLANS:**

To be on minimum 8 ½ " x 11" sheets, fully dimensioned and to scale, to include:

- Site Plan
- Plans
  - To include but not limited to: materials, heights, dimensions, installation details and square footage.
  - o Text and logos.
  - o Some signs require design by an Arizona licensed registrant. Contact Planning staff for clarification regarding your proposed sign.
  - SEE PAMPHLET NUMBERS 9 THRU 14 FOR MORE SIGN REQUIREMENTS
- Electrical Plans (as applicable.)

#### **OTHER REQUIRED INFORMATION:**

#### Contractor

- General Contractor.
  - o Provide contractor's AZ Registrar of Contractor's license number.
  - o For projects with a valuation of \$50,000.00 or more, contractors are to provide a copy of their Arizona Department of Revenue, Bond Exemption Certificate or a One-time Bond Exemption.
  - o Provide contractor's TPT number.
  - o Provide contractor's City of Bullhead City business license number.

#### GENERAL INFORMATION

- See permit "Building and Zoning Permits Guide" for review timelines.
- Separate permits may be required for other related work.
- A separate Flood Plain Development permit is required for freestanding signs if lot is in a FEMA designated flood zone.

#### **PERMIT INFORMATION:**

- A twenty-four (24) hour inspection request line is available, call (928) 763-0172.
- The permit inspection card must be posted on the construction site at all times.
- The approved plans must be on the job site for all requested inspections
- Prior to digging call Arizona Blue State, Inc at 1-800-STAKE-IT (1-800-782-5348).

#### **ADOPTED BUILDING CODES (with local amendments):**

- 2018 International Building Code
- 2017 National Electric Code

#### **CITY OF BULLHEAD CITY**

**DEVELOPMENT SERVICES** 2355 TRANE ROAD BULLHEAD CITY, AZ 86442

Office: 928-763-0124 Fax: 928-763-0131

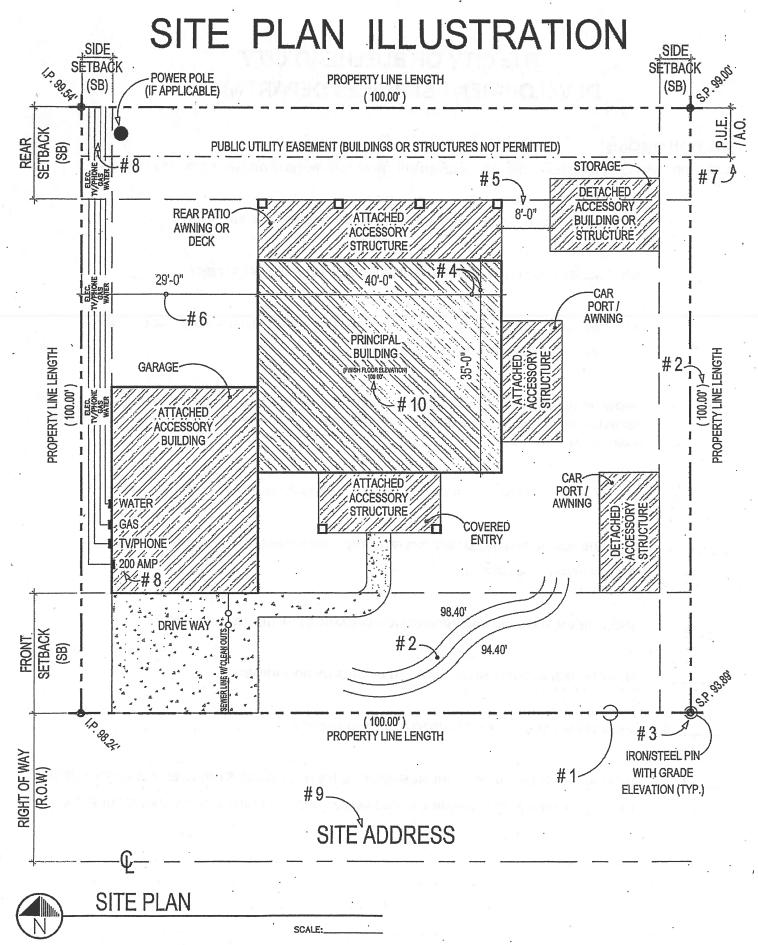




### **PERMIT APPLICATION** LOG NUMBER: PERMIT NUMBER: PROJECT ADDRESS: \_\_\_\_\_ Project Valuation: \$\_\_\_\_\_ Project Description: **LEGAL DESCRIPTON:** A.P.N: \_\_\_\_\_\_ Subdivision: \_\_\_\_\_ Tract: \_\_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_ M&B: SEC. \_\_\_\_ , T\_\_\_ N , R\_\_\_ W APPLICANT: \_\_\_\_\_ Contact Person: \_\_\_\_ Mailing Address: State: \_\_\_\_\_ Zip Code: \_\_\_\_ City: **Phone Numbers** (Home/Office): Cell: Fax: Email Address: OFFICE USE ONLY **PROPERTY** PROPERTY OWNER INFORMATION PER MOHAVE COUNTY OWNER: Owner:\_\_\_\_\_ Mailing Address: \_\_\_\_\_\_ Mailing Address: City: State: \_\_\_\_\_ | Zip Code: \_\_\_\_\_ | City: \_\_\_\_\_ **Phone Numbers** State:\_\_\_\_\_ Zip Code:\_\_\_\_\_ (Home/Office):\_\_\_\_\_ Cell: Fax: New Owner / Sale Date: \_\_\_\_\_ Email Address: TENANT: \_\_\_\_\_\_ Contact Person: \_\_\_\_\_ Mailing Address: \_\_\_\_\_\_ State: \_\_\_\_\_\_ Zip Code: \_\_\_\_\_ City: **Phone Numbers**

Email Address:

-or-							
CONTRACTOR:			Contact Perso	n:			
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Phone Numbers							
(Home/Office):		Cell :		Fax :			
Email Address:							
Arizona State Con	tractors License Num						
Arizona Transactio	on Privilege Number:						
City of Bullhead C	ity Business License N	Number:					
Per ARS 9-495. Employees providir							
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# THE CITY OF BULLHEAD CITY DEVELOPMENT SERVICES DEPARTMENT

## SITE PLAN CHECKLIST

ALL PERMITS AP	PLICATIONS WILL REQUIRE THE FOLLOWING INFORMATION PROVIDED ON TWO 8.5" X 11" SITE PLANS
1.	SHOW THE COMPLETE OUTLINE OR SHAPE OF THE SUBJECT PROPERTY TO BE PERMITED.
2.	SHOW ALL PROPERTY LINE LENGTHS IN RESPECT TO THE OUTLINE OF THE PROPERTY.
3.	SHOW THE LOCATION, ELIVATIONS AND TYPE OF PROPERTY PINS (SEE ILLUSTRATION): THE CITY MAY
	REQUIRE A SURVEYORS CERTIFICATION OF THE PROPERTY.
4.	SHOW THE LOCATION AND DIMENSIONS OF ALL EXISTING AND PROPOSED STRUCTURES ON THE SUBJECT PROPERTY, INCLUDING THE SQUARE FOOTAGE COUNTS FOR EACH STRUCTURE/USE ON THE PROPERTY (BOTH HORIZONTAL & VERTICAL).
5.	SHOW THE DISTANCES OF ALL STRUCTURES FROM EACH OTHER (BOTH HORIZONTAL & VERTICAL).
6.	SHOW THE DISTANCES OF ALL STRUCTURES FROM THE PROPERTY LINES OF THE SUBJECT PROPERTY (BOTH HORIZONTAL & VERTICAL).
7.	SHOW THE LOCATION AND DIMENSIONS OF ANY EASEMENT(S) ON THE SUBJECT PROPERTY.
8.	SHOW THE ORIGIN AND TERMINATION OF ALL UTILITIES ON THE PROPERTY.
9.	SHOW THE NAME(S) OF STREET(S) ADJACENT TO THE PROPERTY.
10.	SHOW ALL GRADE ELIVATIONS AT THE PROPERTY PINS, THE FINISH FLOOR ELEVATION(S) FOR ALL STRUCTURES
	INCLUDING ALL MAJOR (3' +/-) GRADE CHANGES AND/OR SLOPES BY LABLING THE TOP AND TOE OF EACH.