



Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.554.0050 ◆ Fax: 928.567.7401 ◆
◆ www.campverde.az.gov ◆

SIGN PERMIT APPLICATION

Sign regulations protect property values; provide an improved visual environment for citizens and visitors; promote and aid the tourist industry; protect the general public from damage and injury which may be caused by faulty and uncontrolled construction of signs; protect motorists and pedestrians from possible injury caused by the distractions or obstruction on improperly situated signs; and promote the public safety, welfare, convenience, and enjoyment of travel and the free flow of traffic within the Town.

Note: The Town of Camp Verde has a Dark Sky Ordinance, which affects light intensity, hours of use, and color/design of signs.

In order to process a sign permit, the following information must be submitted:

- Completed Sign Permit Application Form** including project information, property information, property owner information, applicant/contact information, designation of agent, contractor information, plot plan sketch, and lumens calculation sheet.
- ALL COMMERCIAL SIGNS MUST BE INSTALLED BY A LICENSED SIGN CONTRACTOR**
 - The following is a list of ROC License classifications that are accepted for sign installations. For additional information on ROC License classifications please visit the Arizona Registrar of Contractors website at <http://www.azroc.gov>.
 - B-01 General Commercial Contractor
 - B-02 General Small Commercial Contractor
 - KB-1 Dual Building Contractor
 - KB-2 Dual Residential and Small Commercial Contractor
 - CR-38 Signs Contractor

Please Note: All contractors must have a valid ROC License and Town Issued Business License.

- Monument, Pole and Wall Signs**
 - Site Plan** drawn to scale or dimensioned on 8 ½" x 11" size paper including the following:
 - Property lines with any existing easements and streets
 - Existing buildings
 - Locations and a separate drawing showing the sizes of existing signage
 - Indicate location of proposed sign
 - Detailed graphic or photo of proposed sign in color and dimensions
 - Note: If a sign face or sign is being replaced, a photo of the existing sign and a photo of the proposed sign in color would be preferred.
 - Two (2) Sets of Construction Documents (If Applicable) and one electronic .pdf version (which can be emailed directly to us).**
 - Footing Detail – Required for pole and monument signs. Please indicate size and depth of footing(s); rebar size(s) and location(s); and strength of concrete to be used.
 - Attachment Detail – Required for all mounted signs. Please indicate size(s), type(s), quantities and locations of fasteners to be used.
 - Electrical Diagram – If applicable for type of sign being installed.
 - Note: Lights must be fully shielded and observe all aspects of Outdoor Lighting per Part 4 Section 405 of the Planning & Zoning Ordinance.

- A-Frame Signs** are **only allowed** on Main Street between Arnold Street and General Crook Trail.
 - Site Plan** drawn to scale or dimensioned on 8 ½” x 11” size paper including the following:
 - Property lines with any existing easements, streets and sidewalks
 - Existing buildings
 - Indicate location of proposed sign
 - Detailed graphic or photo of proposed sign in color and dimensioned
 - Color photo of proposed sign location
 - Certificate of Liability**
 - Naming the Town of Camp Verde as “Additional Insured”
 - One Million & Two Million Aggregate
 - If the A-Frame sign is to be located in the Town of Camp Verde’s Right-Of-Way a Certificate of Liability is required and must have an **original** signature.
- Sign Application Fee** will be collected upon submittal of the application in accordance with the current adopted fee schedule. Please note additional fees will apply for review of footing, attachment, and electrical plans.

Please Note: Submittal of an application does not constitute a complete application until the application is verified as complete and confirmation has been given by the Planning & Zoning Division to the applicant verbally.

AN INCOMPLETE APPLICATION WILL CAUSE YOUR PERMIT TO BE DELAYED



Town of Camp Verde

Community Development

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆

◆ Telephone: 928.554.0050 ◆ Fax: 928.567.7401 ◆

◆ www.campverde.az.gov ◆

OFFICIAL USE ONLY:

PERMIT NUMBER: _____

TIME/DATE STAMP: _____

SIGN PERMIT APPLICATION FORM

PLEASE SUBMIT A SEPARATE PERMIT FOR EACH TYPE OF SIGN

PROJECT INFORMATION:

SIGN TYPE & NO.: ___ A-FRAME SIGN ___ MONUMENT SIGN ___ POLE SIGN ___ WALL SIGN ___ OTHER: _____

PROJECT NAME: _____ VALUATION: \$ _____

INDICATE SIGN HEIGHT (POLE/MONUMENT), SINGLE / DOUBLE SIDED, DIMENSIONS, AND TOTAL AREA OF ALL SIGNS:

PROPERTY INFORMATION:

PARCEL NUMBER: _____ - _____ - _____ PHYSICAL ADDRESS: _____

PARCEL SIZE (ACRES): _____ EXISTING ZONING: _____ EXISTING USE: _____

LOCATION OF SIGN: ON-SITE OFF-PREMISE IN RIGHT-OF-WAY COMMUNITY EVENT SPACE (TEMPORARY SIGNS ONLY)

NOTE: SIGNS IN TOWN RIGHT-OF-WAY MUST INCLUDE A CURRENT CERTIFICATE OF LIABILITY INSURANCE.

REMARKS: _____

PROPERTY OWNER INFORMATION:

OWNER(S) NAME: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: (_____) _____ - _____ E-MAIL: _____

Note: If you recently purchased this property and Yavapai County does not yet reflect you as the current property owner, you will be required to show proof of ownership documentation at the time of application submittal.

APPLICANT INFORMATION:

OWNER TENANT AGENT CONTRACTOR OTHER

APPLICANT NAME: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: (_____) _____ - _____ E-MAIL: _____

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

APPLICANT SIGNATURE: _____ DATE: _____

Attention Applicant: If you are not the property owner, you must have something in writing from the property owner granting you permission to act on their behalf as agent. OR the following Designation of Agent clause must be signed by the property owner:

DESIGNATION OF AGENT

WHEREAS, the above property owner is seeking to develop or improve real property within the municipal limits of the Town of Camp Verde, Yavapai County, Arizona, which will require the filing, processing, and payment of certain zoning, construction and inspection permits and reports, both from the Town and related agencies, and WHEREAS, the owner elects to designate an agent with authority to file and process all necessary permits and information related to property zoning and improvement, including the authority to pay fees and consent to inspections, NOW THEREFORE, the undersigned owner hereby designates:

_____, whose address is: _____
as agent to file the permit applications and related documents with the Town of Camp Verde, with such authority to continue until the application process is complete or as may be earlier revoked in writing.

OWNER NAME: _____ OWNER SIGNATURE: _____ DATE: _____

CONTRACTOR INFORMATION:

ARS §32-1169. Local proof of valid license; violation; penalty. A. Each county, city, or other political subdivision or authority of this state or any agency, department, board or commission of this state which requires the issuance of a building permit as a condition precedent to the construction, alteration, improvement, demolition or repair of a building, structure or other improvement to real property for which a license is required under this chapter, as part of the application procedures which it utilizes, shall require that each applicant for a building permit file a signed statement that the applicant is currently licensed under the provisions of the chapter with the applicant's license number and the applicant's privilege license number required pursuant to ARS Section §42-5005. If the applicant purports to be exempt from the licensing requirements of this chapter, the statement shall contain the basis of the asserted exemption and the name and license number of any general, mechanical, electrical or plumbing contractor who will be employed on the work. The local issuing authority may require from the applicant a statement signed by the registrar to verify any purported exemption. B. The filing of an application containing false or incorrect information concerning an applicant's contractor's license or transaction privilege license with the intent to avoid the licensing requirements of this chapter is unsworn falsification pursuant to ARS Section§13-2704.

I AM CURRENTLY A LICENSED CONTRACTOR:

NAME: _____ COMPANY NAME: _____

ROC LICENSE NUMBER: _____ LICENSE CLASS: _____ TOWN BUSINESS LICENSE #: _____

SIGNATURE: _____ TITLE: _____ DATE: _____

Note: All contractors performing work within the Town of Camp Verde are required to obtain a Town Business License. Town Business Licenses can be obtained through the Clerk's Office at 473 S. Main St. Ste. 102, Camp Verde, AZ 86322.

EXEMPTION FROM LICENSING:

I am exempt from Arizona Contractors' License Laws on the basis of the license exemptions contained in ARS §32-1121A, namely:

- ARS §32-1121A.5 – I am the owner/builder of the property and the property will not be sold or rented for at least one year after completion of this project.
- ARS §32-1121A.6 – I am the owner/developer of this property and I will contract with a licensed general contractor to provide all construction services. All contractors' names and license numbers will be included in all sales documents.
- Other – (Please Specify): _____

I understand that the exemption provided by ARS §32-1121A.14 (The Handyman Exemption) does not apply to any construction project which requires a building permit and/or the total cost of materials and labor are \$1,000 or more.

I will be using the following licensed contractors on this project:

GENERAL CONTRACTOR	TOWN BUSINESS LICENSE NUMBER	ROC LICENSE NUMBER	LICENSE CLASS
ELECTRICAL CONTRACTOR	TOWN BUSINESS LICENSE NUMBER	ROC LICENSE NUMBER	LICENSE CLASS

NAME: _____ SIGNATURE: _____ DATE: _____

Note: Falsification of information on this document for the purpose of evading State Licensing Laws is a Class II Misdemeanor pursuant to ARS §13-2704.

BUILDING CODE REQUIREMENTS:

2012 INTERNATIONAL BUILDING CODE (IBC) & APPENDIX J
2012 INTERNATIONAL EXISTING BUILDING CODE (IEBC)
2012 INTERNATIONAL FUEL GAS CODE (IFGC) & APPENDICES A, B, C, D
2011 NATIONAL ELECTRICAL CODE (NEC)
2012 INTERNATIONAL RESIDENTIAL CODE (IRC) & APPENDICES M, N, Q
TOWN CODE CHAPTER 7 – BUILDING

2012 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
2012 INTERNATIONAL FIRE CODE (IFC) & APPENDICES B, C, D
2012 INTERNATIONAL MECHANICAL CODE (IMC) & APPENDIX A
2012 INTERNATIONAL PLUMBING CODE (IPC) & APPENDIX F
2012 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISPSA)

Note: Applicant assumes all responsibility for complying with any deed restrictions (CC&R's) that may apply to the property.

UNDER PENALTY OF INTENTIONAL MISREPRESENTATION AND/OR PERJURY, I DECLARE that I have examined and/or made this application and it is true and correct to the best of my knowledge and belief. I agree to construct said improvement in compliance with all provisions of the Ordinances of the Town of Camp Verde. I realize that the information that I have stated heron forms a basis for the issuance of the Building/Sign Permit herein applied for and approval of any plans in connection therewith shall not be construed to permit any construction upon said premises or use thereof in violation of any provision of the Town Code or any other ordinance or to excuse the owner or his successors from complying therewith.

WHERE NO WORK HAS COMMENCED WITHIN 180 DAYS AFTER THE ISSUANCE OF A PERMIT OR WHEN MORE THAN 180 DAYS LAPSES BETWEEN APPROVAL OF REQUIRED INSPECTIONS, SUCH PERMIT SHALL BE VOID.

I hereby certify that I am the OWNER at this address or that, for the purposes of obtaining this approval; I am acting on behalf of the owner. All contract work on this project will be done by a contractor holding a valid privilege tax license issued by the Town of Camp Verde and contractor's license issued by the State of Arizona. I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

NAME: _____ SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY:

Building:	\$
Plan Review:	\$
Engineering:	\$
Fire:	\$
Zoning:	\$
Tech Fee:	\$
Total:	\$
Deposit Receipt #:	
Balance Due Receipt #:	
Type:	
Application Taken By:	

SITE PLAN SKETCH:

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all signs and the setbacks between each sign, existing buildings, and property lines.

PARCEL NUMBER: _____

INDICATE NORTH:



SCALE: _____

I/WE certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within twenty (20) feet of any proposed or existing structure has been indicated.

NAME: _____ SIGNATURE: _____ DATE: _____

OFFICIAL USE ONLY:

PERMIT NUMBER: _____ APPROVED BY: _____ DATE: _____