



Town of Camp Verde
Community Development Department
473 South Main Street, Suite 108
Camp Verde, AZ 86322
(928) 554-0050

SIGN PERMIT SUBMITTAL CHECKLIST

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PLEASE RETURN THIS CHECKLIST FORM WITH YOUR COMPLETED APPLICATION AND DOCUMENTS. SUBMITTALS WITHOUT THE INFORMATION BELOW ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED. PLEASE INDICATE N/A IF THE SUBMITTAL TYPE DOES NOT APPLY TO YOUR PERMIT.

Document Submittal Type A

A1 ☐ Completed Sign Permit Application.

Document Submittal Type B

B1 ☐ Completed and signed Designated of Agent Form (DOA), Signed Letter of Authorization Form from the property owner, or completed DOA/owner authorization section on Application (If applicable).

Document Submittal Type C

C1 ☐ Completed Lumen Calculation form if the sign is externally illuminated (if applicable)

Document Submittal Type D

D1 ☐ Completed contractor information verifying that the contractor is properly licensed to install the sign(s). All commercial signs must be installed by a licensed contractor. The following is a list of ROC License classifications 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

Document Submittal Type E (Site Plan – 1 Electronic PDF version)

E1 ☐ Showing north arrow.

E2 ☐ Showing the subject site's parcel number.

E3 ☐ Showing shape, property lines, and lot dimensions of the subject site.

E4 ☐ Showing roadways/streets, easements, right-of-way, and parking areas.

E5 ☐ Showing existing buildings/structures with their square footage.

E6 ☐ Showing placement of all existing and proposed sign(s).

E7 ☐ Type of illumination (if any), and placement of current lighting on subject site (buildings, signs, etc.).

Document Submittal Type F

F1 ☐ Detailed graphic or photo of proposed sign in color and sign dimensions.

F2 ☐ Provide details of sign height (ground level to top of sign).

F3 ☐ Provide details on what type of material the sign will be constructed of.

F4 ☐ Provide details on how the sign will be attached, supported, mounted, etc. (I.e., size, type, quantity and location). **This is required for all mounted signs.**

F5 ☐ Provide footing details; **required for pole and monument signs**, indicating size and depth of footing(s); rebar size(s) and location(s); and strength of concrete to be used.

F6 ☐ Electrical Diagram – If applicable, for the type of sign being installed.



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Note(s):

- Additional sign regulations can be found in section 404 – Signs in the Planning & Zoning Ordinance.
- If a sign face or sign is being replaced, a photo of the existing and proposed sign in color would be preferred.
- External lights must be fully shielded, and all aspects of outdoor lighting must be observed per Part 4 Section 405 of the Planning & Zoning Ordinance. Internal illumination for signs is not included in the overall lumen calculations.