



**TOWN OF DEWEY-HUMBOLDT**

“Arizona’s Country Town”  
P.O. Box 69, 2735 S. Highway 69  
Humboldt, AZ 86329

**SIGN PERMIT**

Community Development Department  
Phone: 928-632-8562  
Fax: 928-632-7365

www.dhaz.gov

Required

Submitted

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Sign Permit Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete <b>illustration</b> of each sign which shall include: <ol style="list-style-type: none"> <li>1. Overall dimensions of each sign;</li> <li>2. Sign copy (include all text and colors; Professional drawing unnecessary)</li> <li>3. Elevations of the building façade shall include roof elevations, windows, doors, <u>existing</u> and <u>proposed</u> signage;</li> <li>4. If sign is located in a Historical District, indicate the type of materials from which the sign is made.</li> </ol>   |
| <input type="checkbox"/> | <input type="checkbox"/> | A <b>Site Plan</b> is required for any <u>new</u> monument signs or free-standing signs and shall include: <ol style="list-style-type: none"> <li>1. Property boundaries including dimensions;</li> <li>2. Location of buildings and structures including dimensions and setbacks to property lines;</li> <li>3. Street names and locations, sidewalks and driveway locations, parking spaces;</li> <li>4. Existing signs with dimensions and locations;</li> <li>5. New monument or free-standing signs with dimensions, locations and overall height;</li> <li>6. Washes or waterways on or within 200 feet of parcel.</li> </ol> |
| <input type="checkbox"/> | <input type="checkbox"/> | A footing detail designed by an architect or engineer is required for all monument or free-standing signs over five (5) feet in height or thirty-five (35) square feet in size.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment details for wall mounted signs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Arizona Registrar of Contractors Form   |

Note: If you answered “No” to question #9 you must have a letter from the landowner giving permission. It must be a minimum 1000 feet from property it is advertising for.

Minimum fee:

All on premise signs for advertising, regardless of size or use: \$60.00.

All Off premise signs (other than directional) \$200.00

***(Office Use Only)***

_____ Planner Taking in Application	_____ Date Taken In
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**Sign Permit Application**

P.O. Box 69, 2735 S. Highway 69

Humboldt, AZ 86329

Phone: 928-632-8562 • Fax: 928-632-7365

Date Stamp

Assessor Parcel Number:		
BUSINESS NAME: (Print Clearly)		
Property Address:		Unit/Suite #
APPLICANT/CONTACT: (Print Clearly)		
Address:		Email Address:
City:	State:	Zip:
PROPERTY OWNER: (Print Clearly)		Phone:
Address:		Email Address:
City:	State:	Zip:
SIGN CONTRACTOR: (Print Clearly)		Phone:
Address:		Email Address:
City:	State:	Zip:
Installer: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fabricator: <input type="checkbox"/> Yes <input type="checkbox"/> No	License #:
1. What is the total square footage of all signs for this business after installation of the new signs?		
2. Will the sign be located in a new or existing shopping center? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the name of the Shopping Center:		
3. What is the total square footage of the building on which the sign will be located?		Sq. Ft.
4. How many businesses are located in the same building as this business?		
5. Does each business in this building have its own entrance? <input type="checkbox"/> Yes <input type="checkbox"/> No		
6. Indicate the linear feet (width) of the building that faces the street: a) If the building has two street frontages please indicate: <input type="checkbox"/> Front of Building <input type="checkbox"/> Second Street Frontage		
7. Will installation of the sign require an encroachment into the public right-of-way with a vehicle or other equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. Is the sign(s) internally illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No		
9. Is this sign located on the property that it is advertising for? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No" see page 1 for additional requirements.		
10. Total Valuation of the Sign: \$		
Owner/Applicant:		Date:

Permit No: \_\_\_\_\_ Address: \_\_\_\_\_

**Step #1**

Please list all EXISTING signage for this business on the building or the site on which the new sign will be located. Include signage on existing shopping center marquis.

Sign Text:	Wall, Monument or Pole Sign	Sign to be removed Y/N	Total Square Footage of Sign

**Step #2**

Please list any NEW wall mounted signage proposed as part of this permit application.

Sign Text:	Size of Sign (L x W x H)	Total Sq. Footage of Sign	Lighted Sign Y/N	Total Amps

**Step #3**

Please list any NEW pole mounted or monument signage proposed as part of this permit application.

Sign Text:	Size of Sign (L x W x H)	Total Sq. Footage of Sign	Lighted Sign Y/N	Total Amps

**Step #4**

Please list any BANNERS proposed as part of this permit application. (Note: 45 day max for any and all banners)

Banner Text:	Total Sq. Ft. of Banner	Date Up	Date Down

**Step #5**

Add total of all NEW signage

Total Square footage of new wall mounted signage	
Total square footage of new pole or monument signage	
Total Square footage of new banners	
Total Square footage of new signage	
Total square footage of new and existing signage	

**Staff Use Only**

Community Planner: \_\_\_\_\_  
 Approved  Denied      Zoning: \_\_\_\_\_

Date: \_\_\_\_\_  
 Max Signage Allowed: \_\_\_\_\_

Engineering: \_\_\_\_\_  
 Approved  Denied

Date: \_\_\_\_\_

Building Division: \_\_\_\_\_  
 Approved  Denied

Date: \_\_\_\_\_



**TOWN OF DEWEY-HUMBOLDT  
P.O. BOX 69  
HUMBOLDT, AZ 86329**

I am currently a licensed contractor: Name \_\_\_\_\_

License No. ROC: \_\_\_\_\_ License Class: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**EXEMPTION FROM LICENSING**

I am exempt for Arizona Contractor’s License laws on the basis of the license exemptions contained in A.R.S. §32-1121A, namely:

- A.R.S. §32-1121A.5 - I am the owner/builder of the property and will complete the work myself. The property will not be sold or rented for at least one year after completion of this project.
- A.R.S. §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 contractor’s names and license numbers shall be included in all sales documents and will be listed with the Town of Dewey- Humboldt.
- Other: \_\_\_\_\_  
(Please Specify)

I understand that the exemption provided by A.R.S §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 \$1,000.00 or more.

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

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class: \_\_\_\_\_  
(General Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class: \_\_\_\_\_  
(Mechanical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class: \_\_\_\_\_  
(Electrical Contractor)

\_\_\_\_\_ License No. ROC \_\_\_\_\_ Class: \_\_\_\_\_  
(Plumbing Contractor)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Falsification of information on this document for the purpose of evading State licensing laws is a Class II misdemeanor pursuant to A.R.S. §13-2704.