



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 1/2" x 11" sheets, fully dimensioned and to scale, to include:

- Site Plan
- Plans
 - o 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. 928-763-0123 www.bullheadcityaz.gov
 - o **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 Description: _____ Project Valuation: \$ _____

LEGAL DESCRIPTION:

A.P.N.: _____ Subdivision: _____
ASSESSOR PARCEL NUMBER

Tract: _____ Block: _____ Lot: _____ Parcel: _____ M&B: SEC. _____, T _____ N, R _____ W

APPLICANT: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____ Cell : _____ Fax : _____

Email Address: _____

PROPERTY

OWNER: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____

Cell : _____ Fax : _____

Email Address: _____

OFFICE USE ONLY

PROPERTY OWNER INFORMATION PER MOHAVE COUNTY

Owner: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

☐ New Owner / Sale Date: _____

TENANT: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____ Cell : _____ Fax : _____

Email Address: _____

☐ OWNER BUILDER: (requires completion of the "Declaration of Intent" form)

-or-

☐ CONTRACTOR: _____ Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Numbers

(Home/Office): _____ Cell : _____ Fax : _____

Email Address: _____

Arizona State Contractors License Number: _____

Arizona Transaction Privilege Number: _____

City of Bullhead City Business License Number: _____

Per ARS 9-495. Employees providing assistance; identification; communication:

A. In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty, fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town.
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

B. An employee who is authorized and able to provide information about any communication that is described in subsection A of this section shall reply within five business days after the city or town receives that communication.

Per ARS 9-834. Prohibited acts by municipalities and employees; enforcement; notice:

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

H. A municipality shall prominently print the provisions of subsections A, B, C, D, E, F and G of this section on all license applications.

I. The licensing application may be in either print or electronic format.

Warning - Plans Control:

Once submitted to the City for review, permits and their associated construction documents are considered to belong to the property owner, as recorded with Mohave County at the time of application and permit issuance, regardless of who is listed on this application as the owner, tenant, applicant, technical registrant or contractor and regardless of who paid the associated fees to the City. The City will not determine between competing interests who has legal right to the permit and associated construction documents.

Licensing Timelines:

Overall timeline for application review is 60 working days consisting of: Up to 15 working days for administrative review for application completeness. Up to 45 working days for substantive review of the application. (see "Building and Zoning Permits" guide for complete details) An applicant may receive clarification of the City's interpretation or application of a statute, ordinance code or policy statement impacting the application.

Acknowledgement:

I hereby acknowledge that the information I have provided is correct and I agree to comply with all State, County and City laws and ordinances regulating construction, and that I will advise all interested parties under this application of the licensing and plans control provisions above. I also acknowledge I am aware of CC&R's in general; that the City is not responsible for reviewing compliance with any CC&R's that apply to the project; and that in my opinion no CC&R exists or applies or has been or will be complied with. I understand and agree the City of Bullhead City has no obligation to explain every requirement and ordinance to me prior to approval of my project. I also acknowledge by signing this application I authorize any City of Bullhead City personnel access to the property at all reasonable times to ascertain relevant information, including the current condition of the property, and perform any and all inspections. The issuance of a permit based on plans, specifications and other data shall not prevent the building official from thereafter requiring the correction of errors in said plans, specifications and other data, or preventing building operations when in violation of this code or of any State, County or City laws, rules or regulations.

Owner/Agent Signature

Date

(By signing as 'Agent' I am signing on behalf of the owner and I have the owner's permission and authority to do so.)

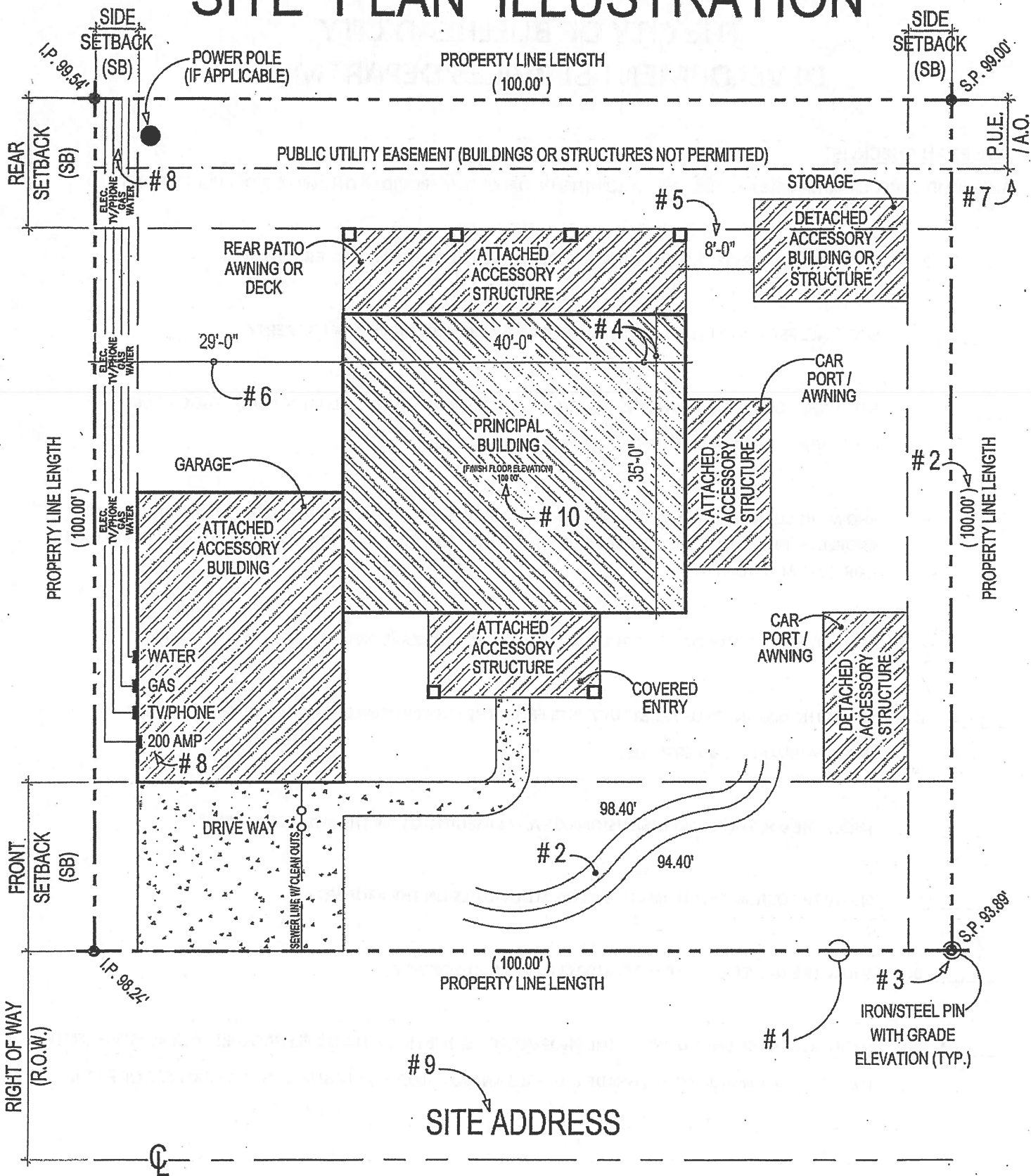
Applicant's Signature

Date

OFFICE USE ONLY

Census: _____	Square Footages: _____	Type of Construction: _____	Occupancy Classification: _____	Occupant Load: _____	Number of Bedrooms: _____	Flood Zone: _____																					
Pre-Paid Amount: _____	Paid By: _____	Receipt #: _____	<table border="1"><thead><tr><th></th><th>REVIEWED BY (STAFF INITIALS)</th><th>DATE (MM/DD/YY)</th></tr></thead><tbody><tr><td>SUBMITTAL</td><td></td><td></td></tr><tr><td>P&Z</td><td></td><td></td></tr><tr><td>BLDG.</td><td></td><td></td></tr><tr><td>ENG.</td><td></td><td></td></tr><tr><td>APPROVAL</td><td></td><td></td></tr><tr><td>TYPED</td><td></td><td></td></tr></tbody></table>					REVIEWED BY (STAFF INITIALS)	DATE (MM/DD/YY)	SUBMITTAL			P&Z			BLDG.			ENG.			APPROVAL			TYPED		
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Valuation: _____	Permit Fee: _____	Plan Review: _____																									
Sewer Capacity Fee: _____	Water Resource Fee: _____	Eng. Plan Rev: _____																									
Zoning: _____	Lot Size: _____	Lot Coverage: _____																									
Minimum Setbacks: Front: _____	Side: _____	Street Side: _____	Rear: _____																								
Easements: _____																											
Comments: _____																											

SITE PLAN ILLUSTRATION



SITE PLAN

SCALE:

GENERAL NOTES & REQUIREMENTS ON THE BACK OF THIS EXAMPLE

THE CITY OF BULLHEAD CITY

DEVELOPMENT SERVICES DEPARTMENT

SITE PLAN CHECKLIST

ALL PERMITS APPLICATIONS 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 PERMITTED.
- _____ 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 PRÓPERTY 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.