



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

Sign Application Requirements

Applications must be completed entirely at time of submittal. Refer to checklist below to ensure all details are included for each application packet.

1. Completed Application. It is the owner's responsibility to obtain a permit by completing an application which must be signed by the owner or owner's authorized agent.

- Project Description: Specify the scope of work; Residential Addition/Alteration
- Project Location: Provide project address and the current Assessor's Parcel Number.

2. Completed Contractor/Contact Supplemental Form

- Applicants must provide the primary contact information for the project during plan review and an updated form when a contractor has been selected.

Note: A business license must be obtained by any person who practices, transacts, or carries on any business within the municipal limits of Surprise. Some uses may require additional time for outside agency review. Contact the Finance Department for licensing requirements at 623-222-1836.

Construction Plans: All documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the codes, relevant laws, ordinances, rules and regulations, as determined by the Building Official.

All work shall comply with the following adopted codes and ordinances, as amended:
2018 International Building Code Surprise Municipal Code - Chapter 113
2017 National Electrical Code ASA Engineering Development Standards
Local Amendments – Ordinance 2019-31

• Two sets of plans or one PDF set (11"x 17") including all items listed below when applicable. Each sign permit will require a separate submittal.

a. Site Plan (scale not less than 1" - 20')

- Identify all structures, property lines with dimensions, public rights of ways, street names, and easements.
- Provide dimensions from the sign to property lines and all structures.
- Show and dimension all site visibility triangles.
- Provide linear feet of right of way and/or tenant space frontage for all sides of building receiving wall signage.
- Provide a ratio of sign to building frontage for all sides of building receiving wall signage.

- Provide aggregate sign area calculations.
- Identify the source(s) of power. If new, a separate electrical permit will be required prior to releasing the sign permit.

b. Elevations (scale ¼” - 1’)

- Dimensions to identify the width, depth and height of the sign structure.
- One color rendering of each sign.
- Total area of the sign copy in feet and inches.
- The location and size of all interchangeable panels.
- Show the location of the signage on each building receiving wall signage.
- Linear feet of tenant space frontage for all sides of building receiving wall signage.

c. Electrical Plans (scale ¼” - 1’)

- Include notes indicating the sign components are listed and labeled in compliance with UL 48.
- An electrical detail that clearly demonstrates compliance with the requirement of NEC Article 600.

d. Structural Plans (scale ¼” - 1’)

- Indicate the size of all footings.
- Indicate the size and spacing of any reinforcing steel within the footing.
- Provide footing/sign connection details.
- Provide sign/wall connection detail.

3. Recorded Deed/Proof of Ownership

- All permit applications shall include a recorded deed or suitable evidence of ownership when ownership has changed within the last six (6) months.

4. Bond Exemption Certificate

- A bond exemption certificate is required from the General Contractor for projects of \$50,000 or more in value.

5. Fees

- Administrative processing and plan review fees are required at time of submittal and are non-refundable.

A fee quote can be provided from Development Services by completing the Building Permit Fee Quote Request – Form 300.



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

6. Flood Control

- A floodplain use permit is required for properties located within a floodplain prior to submitting an application for a building permit. Please contact Maricopa County Flood Control District for more information at <http://www.maricopa.gov/3847/Flood-Control-District>. The following forms may be required for construction within a floodplain: Contractor Architect Civil Engineer Improvement – Repair Affidavit, Owner Improvement – Repair Affidavit, Substantial Improvement Determination.



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

Agency Contact Information

City of Surprise Departments:

- Development Services (623) 222-3000, option 0
<https://www.surpriseaz.gov/1168/Development-Services>
- Building Safety Plan Review (623) 222-3000, option 2 then option 1
<https://www.surpriseaz.gov/1169/Building-Safety>
- Planning and Zoning (623) 222-3011
<https://www.surpriseaz.gov/1950/Planning-Zoning>
- Code Enforcement (623) 222-3013
<https://www.surpriseaz.gov/1074/Code-Enforcement>
- Fire-Medical (623) 222-5000
<https://www.surpriseaz.gov/8/Fire-Medical-Department>
- Public Works – Engineering Development Services (623) 222-6150
<https://www.surpriseaz.gov/16/Engineering-Development-Services>
- Finance - Business Licensing (623) 222-1856
<https://www.surpriseaz.gov/1491/Business-Licensing>
- Water Resource Management (623) 222-7000
<https://www.surpriseaz.gov/10/Water-Resource-Management>

Outside Agencies:

- Arizona Registrar of Contractors (602) 542-1525
<https://roc.az.gov/>
- Arizona 811 (formerly Arizona Blue Stake) (602) 659-7500
<http://www.arizona811.com/>
- Flood Control District of Maricopa County (602) 506-1501
<http://www.maricopa.gov/3847/Flood-Control-District>
- Maricopa County Health Department (602) 506-6900
<http://www.maricopa.gov/3849/Public-Health>
- Maricopa County Environmental Services (602) 506-6616
<http://www.maricopa.gov/631/Environmental-Services>
- EPCOR Water (800) 383-0834
<https://www.epcor.com/Pages/Home.aspx>
- City of El Mirage Water Services (623) 933-1228
<http://www.cityofelmirage.org/326/Customer-Service>



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

Permit/Plan Review Application

Request:

Description of Request:
Project Valuation:

Property Information:

Property Address:
Property Location:
Parcel Number: Lot Number:
Subdivision Name: MCR:
Business Name:

Property Owner Information:

Name:
Address:
City: State: ZIP:
Phone: Alternate: E-mail:

Check here if proposed construction will be owner/builder (Residential projects only) []

Property Owner and Applicant Authorization:

The owner or authorized agent for the owner of the subject lot or parcel guarantees the information and plans provided are correct to the best of their knowledge including recorded lot dimensions and structure locations.

Owner/Agent Printed Name Date Owner/Agent Signature Date

Internal Use Only
Received By: Date:
Permit Number:



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

Contractor and Contact Supplemental

Contractor Information:

Company Name:
Address:
City: State: Zip Code:
ROC License Number: Business License Number:
Contact: Title:
Phone: Email:
Project Valuation:

One-Time Bond Acknowledgement:

Depending on your project type and valuation you may be required to obtain a one-time bond exemption certificate from the Arizona Department of Revenue. Consult your tax advisor regarding this requirement. City staff cannot answer tax questions or offer tax advice. For additional guidance, please contact AZDOR at (602) 716-6056.

Sign here acknowledging you have read and understand this statement.

Contractor Printed Name Date Contractor Signature Date

Primary Contact:

Primary Contact: Title:
Phone: Email:
Company Name:
Alternate Contact: Title:
Phone: Email:
Company Name:

Internal Use Only
Received By: Date:
Permit Number:



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

Building Permit Fee Quote Request

Project Name: _____

Assessor Parcel Number: _____

Project Address/Cross Streets: _____

Contact Name: _____

Phone: _____ E-Mail: _____

Will this be a Self-Certified project?

- Yes No

Will any of these items be deferred?

- Trusses/Steel Joist Fire Sprinklers Fire Alarms
Fire Hood Other: _____

Tenant Improvement

Project Valuation (labor and materials): _____

New Construction

Number of buildings: _____

Number of stories: _____ Number of units: _____

Canopy/Awning area: _____ Outside Dining area: _____

Building Data:

Table with 2 columns: Occupancy and Construction Type, Building Area Square Footage

Landscape Cost Estimate: _____

Domestic water meter quantity and size: _____

Irrigation water meter quantity and size: _____



Community Development
16000 N. Civic Center Plaza
Surprise, AZ 85374
Ph 623-222-3000
Fax 623-222-3001
TTY 623-222-1002

Arizona Department of Revenue Bonding Requirements

The following are guidelines for compliance with **ARS § 42-5007**. This law requires that all building authorities obtain a certificate from the Arizona Department of Revenue to ensure the bonding requirement has been met prior to the issuance of any building permit for projects of \$50,000 or more in value. All qualified contractors should receive their certificate by July 31st, the expiration date of the last certificates.

There are three types of certificates issued by the Arizona Department of Revenue that allow qualified contractors to demonstrate compliance with the bond requirement:

- Annual Bond Exemption Certificate
- One-time Bond Exemption Certificate
- Bond Receipt (the actual project bond)

Provide a copy of the Annual Bond Exemption Certificate or Bond Receipt with the building permit application. The Arizona Department of Revenue will fax the One-Time Bond Exemption Certificate directly to the City of Surprise.

The One-time Bond Exemption Certificate and the Bond Receipt must specify the location of the project site.

Contractors are required to provide a certificate from the Arizona Department of Revenue for project valuations of \$50,000 or more in value.

Please direct any questions regarding the certificates or requirements to the Arizona Department of Revenue, Bond Compliance Officer at (602) 716-6056.

Certificate Example

Annual Bond Exemption



ARIZONA DEPARTMENT OF REVENUE
LICENSE & REGISTRATION SECTION
1600 WEST MONROE
PHOENIX, ARIZONA 85007-2650

BOND EXEMPTION CERTIFICATE

Issued To: 1500051352092
1500051352092
12345678

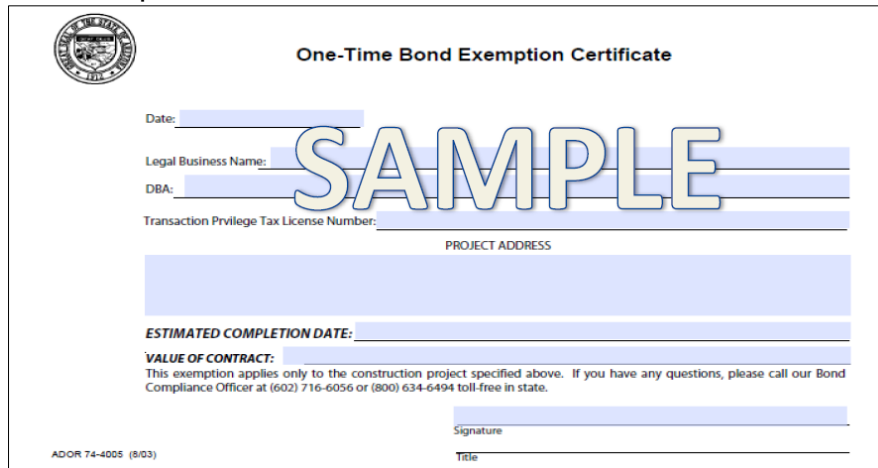
TESTING
1600 W MONROE
PHOENIX, AZ 85007

SAMPLE

THE CONTRACTOR LISTED ABOVE IS EXEMPT FROM A.R.S. 42-5007 BONDING
-NOT TRANSFERABLE-

FROM: August 1, 2015 EFFECTIVE DATE
TO: July 31, 2016

One-Time Bond Exemption



One-Time Bond Exemption Certificate

Date: _____

Legal Business Name: _____

DBA: _____

Transaction Privilege Tax License Number: _____

PROJECT ADDRESS

ESTIMATED COMPLETION DATE: _____

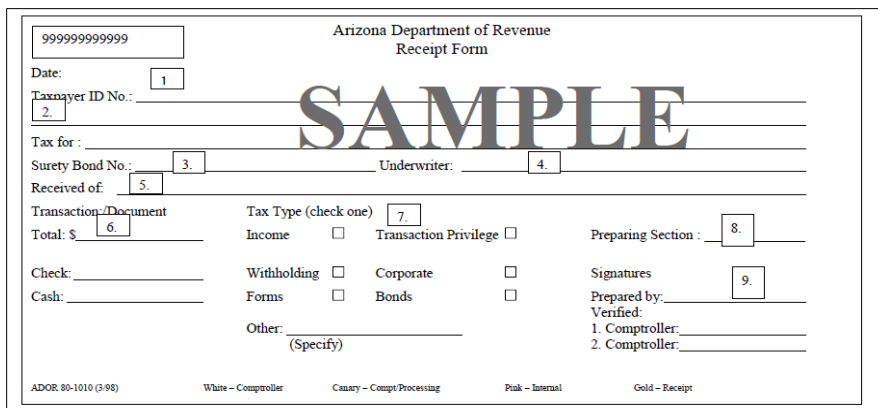
VALUE OF CONTRACT: _____

This exemption applies only to the construction project specified above. If you have any questions, please call our Bond Compliance Officer at (602) 716-6056 or (800) 634-6494 toll-free in state.

Signature _____
Title _____

ADOR 74-4005 (8/03)

Bond Receipt



Arizona Department of Revenue
Receipt Form

999999999999

Date: _____

Taxpayer ID No.: _____

Tax for: _____

Surety Bond No.: _____ Underwriter: _____

Received of: _____

Transaction: Document Tax Type (check one) _____

Total: \$ _____ Income Transaction Privilege Preparing Section: _____

Check: _____ Withholding Corporate Signatures _____

Cash: _____ Forms Bonds Prepared by: _____

Other: _____ Verified: _____
(Specify) 1. Comptroller: _____
2. Comptroller: _____

ADOR 80-1010 (3/98) White - Comptroller Canary - Compt Processing Pink - Internal Gold - Receipt