

Procedures for Sign Permit
City of Kingman Planning & Zoning Department
310 N. 4th Street
928-753-8130

A permit is required under the City Zoning Ordinance for any structural change in signs an increase in existing sign square footage, new business signs or an off premises sign. A sign application and accompanying plans are required which must include the following:

1. Complete application form (attached). All blanks must be filled in.
2. Site plan of property where sign is to be placed. Plan must show:
 - North arrow and scale.
 - Property length and width; name of street that property fronts.
 - Location of existing buildings; building length and width.
 - Location of existing signs; dimensions of existing signs, including total square footage.
 - Location of proposed new signs.
3. Sign elevation and construction details. You must show:
 - North Arrow and scale.
 - Building elevation if sign is attached to building.
 - Sign elevations including dimensions of existing signs if new sign is attached to existing sign.
 - Dimensions of new sign, including dimensions of readable sign area.
 - Electric schedule, if lit.
 - Footing detail, if applicable.
 - Construction and structural detail on sign.
 - An engineer's stamp on plans for freestanding signs and off-premises signs may be required in conformance with Arizona State Statutes.
4. Additionally, for off-premises signs the following information is required:
 - Distance to nearest off-premises sign.
 - Distance to nearest freeway entrance/exit ramp (taper).
 - Arizona Department of transportation approved permit (copy acceptable).

Sign permit applications shall be made with the City Planning Department. The zoning administrator shall review the entire sign package for compliance with existing zoning codes. The sign package is then forwarded to the Building department who shall review it for compliance with the current building codes. When the review process is completed and approvals of both departments are obtained, the permit shall be issued. The fee is in accordance with the current City Council approved fee structure.