



Temporary Sign Permit Application

****Preferred method to obtain permit is through the online portal. See attached instructions on next sheet.****

Applicant Name:	_____	
Business Name:	_____	
Address:	_____	
City, State, Zip Code:	_____	
Phone No:	_____	

Type of Sign(s): _____

Dates:	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____	_____

Permit must be kept on site, accessible for City officials, during permitted time that signs are displayed.

For a Temporary Sign Permit, the applicant must read and agree to comply with Section 39-10 Temporary Signs, of the Chandler City Code, which is available online at:

https://library.municode.com/az/chandler/codes/code_of_ordinances?nodeId=PTVIPL_CH39SICO_39-10TESI

The following highlights are provided as a convenience for the applicant:

- Such signs may include a banner, feather sign, wind-driven spinner, streamer, flag, balloon, air dancers or other inflatables.
- Use of such signs shall be limited to no more than Thirty (30) cumulative days within a six (6) month period for each business.
- No such signs shall be mounted on a building roof, have intermittent or flashing illumination, animated or moving parts, or emit sound and shall not be mounted on, or applied, to trees, utility poles, rocks, or City-owned property.
- Signs shall not be placed upon private property without the property owner's written approval.
- Signs shall be located on the property in which the business occurs.
- I have read and understand the requirements for temporary signs as noted above and certify I will comply with them.

Signature of Applicant: _____ Date: _____

****Online Permit Instructions****

- Go to <https://developmentpermits.chandleraz.gov/clics/>
- On this page, there is a **light blue shaded area** on the right hand side. Use this area to set up a new account by clicking on **“New Users: Register for an Account”** just below the Login fields. If you already have an account, then Log in and proceed to **next step**.
- Go to bottom of this same page and click on **Apply for a Permit/Plan Review** link under **Development Services**.
- Scroll down near the bottom of page to see a link for **Sign Submittal Requirements**. This is a summary of the regulations for temporary signs. Return to the page and check the website disclaimer and continue application. On next page, Select **Temporary Sign Permit**.
- In STEP 1, Under **“Applicant”** choose **SELECT FROM ACCOUNT** to add your information as applicant. Follow instructions and make sure to select all the preferred dates and also add the correct address for the location by typing in the address number and hitting search. Select the correct address **WITH CORRECT SUITE #** if applicable.
- At the end, there will be a **small blue link** that will read **ESP00-0000**. Click on this and print out the proof of permit. If there is no **“Print/View Summary”** link visible, then log out of your account and click on **Development Services** tab, then **Search Permits**. Enter the new ESP permit number you just created in the Record Number Field. Go to the bottom of page and hit Search. There will be a “Print/View Summary” link. Click on this link and print a copy to keep on the business site as your proof of permit.

Questions or problems??

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