



PLANNING and DEVELOPMENT SERVICES DEPARTMENT PROPOSED POLICY

POLICY NAME:	Self-certification for Sign Inspections		
DIVISION/SECTION:	Sign Code	CONTACT:	Glenn Moyer
POLICY TYPE:	External	EMERGENCY?	Yes

PURPOSE: To streamline the procedures for, and expedite completion of, simple sign inspections for sign contractors with APA accounts.

PROPOSED POLICY:

Sign contractors with APA accounts may opt to self-certify inspections for sign permits subject to the following:

1. The sign is not subject to Sec. 3-23 (special inspector required).
2. The permit is for a non-illuminated building sign (such as wall, window, door, under canopy signs), or a change of copy.
3. The sign contractor shall certify that the sign cabinets and method of attaching signs to the structure, and/or change of copy, shall be designed and constructed to conform to the specifications of the City of Tucson Sign Code and the plans submitted with the sign permit application. The certificate shall be signed by the responsible party and shall include the activity number, address, name of business, brief description of work.
4. A dated photograph of the installed sign shall be provided with the certificate.
5. The signed and dated certificate shall be submitted via postal services or hand delivered to: Planning and Development Services 201 North Stone Ave. Tucson, Arizona 85701, or e-mailed to: <http://cms3.tucsonaz.gov/pdsd/signs>.
6. Self-certified inspections are subject to re-inspection by City staff within 30 days of submittal if deemed warranted.
7. If the sign is not in compliance at the time of re-inspection, re-inspection fees will be charged to the sign contractor, and the sign permit is subject to revocation.

DIRECTOR APPROVAL:



 Ernie Duarte

Date 2/7/12

CFT use only	EMT Review Date:	January 4, 2012
EMT Approval Date:	January 4, 2012	Posting Date:
PDSD Policy Number:	2012-01(E)	Effective Date:
		February 7, 2012