



## **TEMPORARY SIGN PERMIT (TSP)**

### PROCESS GUIDE & APPLICATION

**City of Buckeye  
Development Services Department**

945 N 215<sup>th</sup> Ave

Suite 137

Buckeye, Arizona 85326

Phone: 623.349.6200

[www.buckeyeaz.gov](http://www.buckeyeaz.gov)

## SUBMITTAL CONTENT REQUIREMENTS

### Important Information:

- **The City of Buckeye now accepts all submittals/resubmittals and payments electronically. Please follow process on the Planning and Zoning webpage. Resubmittals can be directed to the submittal contact found on the Planning & Zoning webpage.**
- Temporary Signs on private property is specified in Section 5.11.5 of the Development Code. A Temporary Sign Permit (TSP) is required and must be located on site and is limited to 30 consecutive days within a 6-month period.
- The TSP is a use allowance only. A separate Building Permit may be required for a temporary sign. Please contact the Permit Center at 623-349-6200 or [permitcenter@buckeyeaz.gov](mailto:permitcenter@buckeyeaz.gov) for more information.
- Per the Downtown Zoning Overlay specified in Section 5.12.5 of the Development Code, A-frame signage is allowed to be set out adjacent to the business on the side walk only within business hours. No TSP is required.
- The TSP fee is listed on the User Fee Worksheet found on the Planning and Zoning Website at <https://www.buckeyeaz.gov/business/development-services/planning-zoning> under the "Updated Process Guides, Applications and Documents" drop-down under the "Fee Worksheet" section.

### Temporary Sign Permit Submittal Checklist (PDF Format)

<b><u>REQUIRED MATERIALS</u></b>	<b>Applicant Checklist</b>	<b>Staff Verification</b>
<b>Application</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Fee Worksheet</b> (8.5" x 11" PDF, completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Structural Drawings</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sign Drawings</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Exhibits</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business License</b> (PDF Format)	<input type="checkbox"/>	<input type="checkbox"/>

