



## Commercial Signs & Banners Electronic Plan Review Submittals

Sign and Banner submittals are accepted online for plan review. Follow the instructions below to begin the submittal process.

A PDF file of your sign submittal must be uploaded to the City website online portal for Signs. You will access the City website at [www.glendaleaz.com](http://www.glendaleaz.com). On the homepage, click on **WORK**, then go to **Building Codes & Services** and click on **Submit Electronic Plans**. You will be directed to the City of Glendale's Building Safety Electronic Plan Review page. Use the following file name example:

*Example for file name: (Sign Business Name SIGN\_Address)*

*Ex. CITY HALL SIGN\_ 5850 W GLENDALE AVE*

To access the upload, please utilize the six-digit access number of '005850' as the password.

**You are required to upload (1) PDF file** for all sign documents including paperwork such as the permit application, sign drawings, landlord approval letter and structural calculations, if applicable. **NO MULTIPLE PDFs**. If submitting for a Banner Permit only, only the permit application is required, no plans. The fillable permit application is available on the **Submit Electronic Plans** homepage. The fillable permit application must be used. **No hand-written permit applications.**

Once the file is uploaded into the Sign online portal, our staff will verify completeness of the submittal. Once submittal has been accepted, the review process will begin. If any information is missing, you will be notified prior to start of the review. Payments will be paid over the phone with a credit card once the review has been approved. The permit and jobsite plans will be sent to you via email once payment has been received.

\*Review time for all **sign submittals are 10 working days per review** until approved.\*