

## Sign Permit

### Permit Application Submittal Checklist

#### Information Required for all Sign Permit Applications

- A completed Building Permit Application

#### Plans for Ground Mounted Signs

- Scaled site plan showing:
  - The location of all existing and proposed ground mounted signs. Signs must be shown in plan view to properly represent their location and distances to property lines.
  - Setback dimensions to property lines.
  - Location of signs in relation to parking lots, parking stalls and buildings.
  - Size of the property (total square footage.)
- Design Information:
  - Overall Height
  - Size of the sign(s)
  - Designate if and how illuminated
  - UL or ETL Numbers (will be accepted after permit issuance, but prior to installation.)
  - Structural details for foundation, poles and connections. (Signs taller than 20' will require structural calculations demonstrating compliance with soil conditions and wind loads.)
- A summary providing total square footage of all existing and proposed ground mounted signs.
- Cost of proposed signage and installation.

#### Plans for Wall Signs

- Provide a scaled elevation drawing of each wall where a sign is proposed to be installed.
  - Provide overall dimensions of each wall.
  - Proposed signs must be shown on each elevation: to scale, dimensioned, proposed copy and location of proposed installation.
  - Existing signs must be shown on each elevation to determine total square footage on the elevation.
- Provide a summary of wall signage for each elevation that signage is being requested: size of each existing and proposed sign and total square of the wall(s) affected.
- Design Information
  - Designate if and how illuminated.
  - UL or ETL Numbers (will be accepted after permit issuance, but prior to installation.)
- Cost of proposed signage and installation.

## **Projecting Signs, Awnings and Marquees**

- Scaled elevation drawing showing:
  - Height above ground/grade for each proposed.
  - Size, dimensions and square footage of each proposed.
  - Projection dimension from the face of the building.
  - Sign copy and size.
- Design Information
  - Designate if and how illuminated.
  - UL or ETL Numbers (will be accepted after permit issuance, but prior to installation.)
- Cost of proposed signage and installation.

## **Temporary / Portable Signs / Banners**

- This type of signage must submit the same information as for permanently installed signage.