

APPLICANT:	ADDRESS:
TELEPHONE:	CITY: STATE: ZIP:

OWNER:	ADDRESS:
TELEPHONE:	CITY: STATE: ZIP:

SUBMISSION REQUIREMENT CHECKLIST

TWO (2) SETS OF PLANS ARE REQUIRED

Sign Permit Fee (\$50 per sign)

Description of all existing permanent signs on the same building and/or site.

Scaled Drawing Showing:

- Design of the sign
- Sign dimensions of all proposed and existing signs.
- Method of Attachment
- Source of illumination.
- Elevation of building to which the sign is affixed (wall sign only)
- Maximum and minimum heights and clearances
- Structural and mechanical design and engineering data demonstrating stability

Scaled Site Plan Showing:

- Property Lines
- Rights of way/streets/sidewalks
- Parking areas
- Number, size, and location of all existing signs on the same building and/or property

I hereby acknowledge that the information provided on this form is correct and that all work will be in conformance with approved plans.

APPLICANT SIGNATURE(S)	Please Specify:
	Property Owner Contractor
DATE:	

For Office Use Only

Decision by:	Date:
Approved Approved with conditions Denied	
Conditions/Comments: see attached	

Office Use Only

Date filed: _____

Amount/Fee: _____

Receipt No: _____

Received by: _____

SIGN PERMIT APPLICATION

APPLICATION NO. _____



BUILDING PERMIT REQUIRED
ELECTRICAL PERMIT REQUIRED

SITE ADDRESS:

SITE TYPE:

Please Circle One: Multi-business Single Business Community Service Other _____

PROPOSED SIGNS:

Sign 1: Type: _____

Dimensions: Area _____ sq. ft. Height _____ ft. above grade Clearance _____ ft

Sign 2: Type: _____

Dimensions: Area _____ sq. ft. Height _____ ft. above grade Clearance _____ ft

Sign 3: Type: _____

Dimensions: Area _____ sq. ft. Height _____ ft. above grade Clearance _____ ft

EXISTING SIGN(S) ON SITE/BUILDING:

Sign 1: Type: _____

Dimensions: Area _____ sq. ft. Height _____ ft. above grade Clearance _____ ft

Sign 2: Type: _____

Dimensions: Area _____ sq. ft. Height _____ ft. above grade Clearance _____ ft

BUILDING AND SURROUNDING AREA:

Total Street Frontage of Property _____ ft.

Wall Signs Only

Area of building façade on which sign(s) is to be placed: _____ sq. ft.

Total square footage of all wall sign(s) is _____ % of total wall area. (Total sign area of all signs/total wall area)

ILLUMINATION:

Please Circle One: Florescent Neon Indirect Other _____

Illumination equivalent to (milliamperes or watts): _____