SIGN PERMIT SUBMITTAL CHECKLIST

NOTE: THE FOLLOWING CHECKLIST HAS BEEN CREATED TO IDENTIFY DOCUMENTS NECESSARY FOR ACCEPTANCE OF YOUR SIGN APPLICATION. THE COMMUNITY DEVELOPMENT DEPARTMENT IS UNABLE TO ACCEPT INCOMPLETE APPLICATIONS.

SIGN PERMIT APPLICATION

☐ Scaled drawings of all proposed signage including:
  ○ Site Plan
    ▪ Identify the exact location of the business on site
    ▪ Identify property lines
    ▪ Identify existing and proposed freestanding sign locations including setback dimensions as measured from the property lines and other relevant dimensions
    ▪ Provide site address
    ▪ Property line dimensions of each individual parcel adjacent to streets
    ▪ Provide street names
    ▪ Provide a floor plan for tenant space within a multi-tenant building

☐ Scaled drawings of all proposed signage including:
  ○ Elevations
    ▪ Provide a clean, clear black line or colored elevation showing proposed location of signs and any existing signs for the business
    ▪ Identify the dimensions of the sign on the building
    ▪ Identify the horizontal and vertical background area surrounding the proposed sign
    ▪ Identify the total height of the sign as measured from nearest adjacent curb
    ▪ Identify the linear footage of the business frontage(s)
Details
- For multi-tenant sites refer to the existing sign criteria for requirements
- Provide an enlargement of proposed sign with dimensions
- Provide description of sign (construction materials, illumination, colors, depth of return, etc.)
- Provide details to support the sign is complimentary to the existing site design in design features, materials and colors
- Provide stamped engineering calculations of all freestanding signs over eight (8) feet in height and all signs projecting more than sixteen (16) inches from the building facade.
- Provide footing details for all freestanding signs including pipe size, footing depth, footing diameter, rebar, etc.
- Identify any existing site conditions that may conflict with sign installation (landscape, light poles, building mounted lighting, address numerals, etc.)
- Provide electrical specifications for illuminated signs

Section
- Provide cross-section detail of building mounted sign and it’s attachment to the building
- Provide cross-section detail of freestanding sign