



**SIGN PERMIT PROCESS & SUBMITTAL**

**ATTACH TO LAND USE APPLICATION (ALL INFORMATION MUST BE CLEAR AND LEGIBLE)**

**Site Plan & Sign Detail Drawing Scale & North Arrow**

- **Submit two (2) copies of plans.** Use paper minimum 8 1/2" x 11" per drawing (all text and drawings must be legible). All plans must be submitted in ink, Xerox copies or prints, drawn to scale, i.e. 1/4" = 1' - 0", 3/4" = 1' - 0", etc. All plans shall clearly indicate the nature and extent of work and conform to all current adopted codes including state, local and technical codes.
- **Provide a survey detailing lot boundaries and easements.** For any freestanding monument or pylon signs proposed in any easements, please contact the utility company regarding signage in an easement on private property.
- **Should approval be given by the utility company to place a sign in the easement, please provide an easement agreement from the utility company with your application submittal.** Please be aware that any sign placed within a private easement may be removed, **AT YOUR EXPENSE**, by the utility company if necessary.
- **Elevations:** The site plan must clearly show the total square footage of building fascia which includes the height & width of the building frontage. Please include the business address.
- **Provide detail of the building (location of requested sign and location of other signs on the building or site)**
- **Show on the site plan adjacent structures or suites in the building (take a picture if necessary)**
- **Size and height of freestanding sign (size and width of skirting)**
- **Address shall be located on all freestanding signage** (example: 1242 single building or 1242 – 1348 multiple buildings/plaza)

**Any sign installed without City (Building & Zoning) approvals and permit issuance will result in a double fee. Incomplete applications will result in processing delays. A site inspection may be required prior to permit approval.**

**SIGN CONTRACTOR**

License No: GB98 \_\_\_\_\_ EE98 \_\_\_\_\_ ESO-1 \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Sign Information**

**Please mark all that apply:**

1) Sign Type:  Face Change  Monument  Pedestal  Temporary  Wall/Building

2) Sign Condition:  Existing  New

3) Building Type:  Multi-Tenant  Single Tenant  Other \_\_\_\_\_

4) Total Number of Signs: \_\_\_\_\_

5) A. Size of each sign (sq. ft.) per face

B. Type of Illumination

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**I hereby acknowledge that this application is correct, and complies with Chapter 156, Sign Regulations. I understand that the sign(s) shall not be erected without full knowledge and agreement of the property owner.**



**For Office Use Only**

Permit No: _____	\$ _____
<b>TOTAL</b>	
	\$ _____

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved       Disapproved

Receipt No. \_\_\_\_\_ Date Permit Issued: \_\_\_\_\_

**Comments/Conditions:** \_\_\_\_\_  
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