



SIGN PERMIT APPLICATION & CHECKLIST

Checklist for acceptance and approval of a sign permit:

- Illustration of the sign including the following:
 - Dimensions – including height.
 - Type
 - Script
 - Colors
 - Dimensions of the Building frontage.
 - Dimensions of the lot frontage.
- Site plan showing the location of the sign.
- Valuation of the sign to include the following:
 - Materials of the sign.
 - Cost of installation.

If the value of the sign exceeds \$1,000.00 include the name of the contractor who will be installing the sign along with their State License # and phone #.

- If the sign is a pole sign, also provide the following:
 - Engineer comments to include the wind load and seismic calculations.
- If the sign is internally illuminated, it will need to be listed per the National Electrical Code, Article 600.

