

SIGN SUBMITTAL REQUIREMENTS

- Permit application**
- Owner/Builder Disclosure Statement**-this is required when an owner is obtaining a permit
- Notice of Commencement**-a certified copy is required if job value is \$2,500 or greater prior to the first inspection. (it is not required to submit for the permit)
- Notarized approval letter from property owner or management company
- Sign Detail Affirmation Worksheet**-required at time of submittal; must be signed by the qualifier

Wall Sign-

- Construction Drawings**-two copies of the method of attachments or engineering, color rendering of sign, dimensions of signage
- Elevation Drawings**-two copies with the following:
 - Showing height and width of unit or building
 - Placement of sign on elevation
 - 10 percent clear area
 - Site plan showing location if more than 1 wall sign is being applied for

Freestanding Sign-

- Construction Drawings**-two copies of the method of attachments or engineering, color rendering of sign, dimensions of signage
- Site Plans**-two copies with the following:
 - Showing placement of sign
 - Showing setbacks from sign to property lines
 - Showing road frontage dimensions
 - Showing location

Sign Detail Affirmation Worksheet

Sign status: New: Reface Existing Sign:

Type of sign:

- | | | |
|------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Wall: | <input type="checkbox"/> Ground: | <input type="checkbox"/> Pole: |
| <input type="checkbox"/> Awning: | <input type="checkbox"/> Canopy: | <input type="checkbox"/> Directory: |
| <input type="checkbox"/> Flagpole: | <input type="checkbox"/> Real Estate: | <input type="checkbox"/> Construction: |

Other: _____

Sign Copy: _____

Number of signs: _____ Single Face Double Face V-shaped

Square Ft. Sign #1 _____ Sign #1 Electric: Non-electric:

Square Ft. Sign #2 _____ Sign #1 Electric: Non-electric

Property Status: Improved Unimproved

Sign Classification: Onsite Off-Site

Existing Sign Status: Conforming Legal Non-conforming

Are there any signs existing on the subject property? YES NO

If there are any signs existing on this subject parcel, a plan shall be submitted showing type, height, area and location of all such signs. This information may be incorporated into the site plan and/or elevation drawing (s) required to obtain the permit for the proposed sign (s).

Qualifiers Signature: _____