



SIGN PERMIT APPLICATION REQUIREMENTS FOR PERMANENT AND TEMPORARY SIGNS

According to the Sign Ordinance No. 1545 the applicant for sign permit must submit the following:

1. **Completed and signed Application for Construction**, containing the following information:
 - a) *Property information*: owner's name, site address, parcel number, subdivision name;
 - b) *Applicant Information*: name, address and telephone number of the applicant;
 - c) *General Contractor*: name, address, phone number, license number and municipality, bond number;
 - d) *Electrician contractor (if applicable)*: name, address, phone number, license number and municipality, bond number;
 - e) *Sign description and the proposed number of signs*.
2. **TWO SETS of Plat of Survey for Ground Signs¹ OR Building Elevations Drawings for Wall Signs²**, in scale, showing the location and dimensions of the building, structure or lot to which or upon which the sign is to be attached or installed, the location of the sign (setback in feet) in relation to buildings or structures on the lot and property lines.
3. **TWO SETS of Sign Drawings** showing method of construction, illumination, if any, attachment to the building or ground support, and showing the proposed sign face with the design and lettering to be placed thereon accurately representing in scale as to size, area, proportion and color.
4. **Additional Information**, which may be required to demonstrate full compliance with the Ordinance and all other applicable regulations (i.e. Letter of Approval from Property/Building Owner).

OTHER IMPORTANT INFORMATION:

- ⇒ Separate Construction Application must be filed for each Ground/Monument Sign being proposed.
- ⇒ Construction Application for Wall Sign may combine several wall signs being proposed on one building. Such signs must be all listed on the application in details.
- ⇒ Complete application review process time is up to five business days.
- ⇒ Sign Permit Fee is due upon the permit pick up.

¹ **Ground Sign** is a sign self-supported by posts or other supports independent of any building or structure.

² **Wall Sign** is a sign attached to a wall of a building or structure in such a manner that the wall becomes merely the supporting structure, or in which the wall forms the background surface.