



PERMIT #: _____ SIGN VALUATION: _____
INSTALLATION ADDRESS: _____ CITY, STATE, ZIP: _____
LOCATION NAME: _____
SIGN COMPANY: _____
ADDRESS: _____ CITY, STATE, ZIP: _____
PHONE: _____ EMAIL: _____
ELECTRICAL CONTRACTOR: _____ PHONE: _____
(FOR ILLUMINATED SIGNS)

TYPE OF SIGN STRUCTURE

Table with 2 rows and 4 columns: PERMANENT SIGN, TEMPORARY SIGN, ATTACHED SIGN, SPECIAL PURPOSE*, MONUMENT SIGN, BANNER, GROUND SIGN, DEVELOPMENT

*For events sponsored by civic and/or non-profit organizations only.

ITEMS REQUIRED WITH SUBMITTAL:

ALL SIGNS / SIGN STRUCTURES

PLAN THAT ILLUSTRATES TO SCALE:

- Location of the building, structure, or tract to which the sign is to be attached or erected
• Position of the sign in relation to right-of-ways, easements, buildings, structures existing and/or proposed signs, etc.
• Height, length, width, and all other dimensions associated with the sign

ALL ILLUMINATED SIGNS

Illumination detailing, including electrical contractor company name & phone

ALL MONUMENT SIGNS

Compliance with material requirements

ATTACHED SIGN

STOREFRONT / TENANT AREA WIDTH: _____ FT
DISTANCE FROM THE PROPERTY LINE: _____ FT
WIDTH OF BUILDING / LEASE SPACE WHERE SIGN IS ATTACHED: _____ FT
FAÇADE HEIGHT ON WHICH THE SIGN IS LOCATED: _____ FT
ILLUMINATION TYPE: _____
KELVINS (IF ILLUMINATED): _____
SIGN AREA: _____ SQ FT
SIGN WIDTH: _____ FT
LETTER HEIGHT: _____ IN LOGO HEIGHT: _____
MPH OF ROAD SIGN IS FACING: _____
RESIDENTIAL ADJACENCY:* YES NO

*Applicable only if the façade on which the sign is located faces residential uses.

MONUMENT SIGN

HEIGHT OF STRUCTURE: _____ FT
SIGN DIMENSION: _____ FT x _____ FT = SIGN AREA: _____ SQ FT
SETBACK FROM THE PROPERTY LINE: _____
SETBACK FROM ADJACENT ROADWAY: _____
OF SIGNS: _____
IF MORE THAN 1, DISTANCE BETWEEN THE SIGNS: _____ FT
SIGN MATERIAL: _____
BASE MATERIAL: _____
MPH OF ROAD SIGN IS FACING: _____
ILLUMINATION TYPE: _____
KELVINS IF ILLUMINATED: _____

GROUND SIGN

IF YES, DISTANCE FROM THE SIGN TO THE RESIDENTIAL PROPERTY LINE: _____ Ft
SETBACK FROM THE PROPERTY LINE: _____ FT
SIGN HEIGHT _____ FT SIGN AREA: _____ SQ FT
OF SIGNS: _____

Property Owner Acknowledgement: I acknowledge that I have granted permission to the tenant / applicant to erect / install the proposed sign.

Signature of owner: _____ Date: _____

Applicant Acknowledgement and wind pressure & dead load compliance: I certify that all the information provided above is accurate and the above proposed sign(s) shall be designed and constructed to withstand a wind pressure of not less than 30 pounds per square foot of area and shall be constructed to receive dead loads as required by applicable building code standards.

Signature of applicant: _____ Date: _____

OFFICE USE ONLY

Approved by: _____ Date: _____ Denied by: _____ Date: _____