SIGNs

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 the 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 sets of drawings to include the method of attachments or engineering, color rendering of sign, dimensions of signage.

Elevation Drawings – with the following:

• Showing height and width of unit or building
• Placement of sign on elevation
• Ten percent clear area
• Floor plan showing units and placement of where signs are to be attached
• Site plan showing location if more that one wall sign is being applied for

Freestanding Sign

Construction Drawings – two sets of drawings to include the method of attachments or engineering, color rendering of sign, dimensions of signage

Site Plans – with the following:

• Showing placement of sign
• Showing setbacks from sign to property lines
• Showing road frontage dimensions
• Showing location

Flagpole

Construction Drawings – two sets of drawings to include:

• Engineering and Flagpole specifications
• Site Plan showing setback from flagpole to property line