

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 than 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