

SIGN INSTALLATION CHECKLIST

NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED ALONG WITH THE PERMIT APPLICATION

ITEMS REQUIRED TO SUBMIT AN APPLICATION:

- 1. Completed permit application form including all signatures and completion of the owner/builder affidavit if applicable.
- 2. TWO (2) copies of a current survey or a site plan drawn to scale that shows the location of ALL EXISTING signs and their total square footage and the proposed locations for new signage including setbacks, heights above grade. This drawing must also include the lot size and size of building along property lines.
- 3. TWO (2) copies of structural detail of new signs including material, anchorage/fastenings and all supports. THESE STRUCTURAL DRAWINGS MUST BE SIGNED AND SEALED BY AN ENGINEER AND SHOW THE NECESSARY WIND LOAD CALCULATIONS.
- 4. Two (2) copies of SIGN FACE including all text and logos TO SCALE and IN COLOR.
- 5. Electrical details and permit application if the sign is illuminated.

NOTES FOR ALL SIGN PERMIT APPLICATIONS:

1. Permits ARE required for the repair, re-painting and face changes of existing signs.
2. TEMPORARY SIGNS for commercial building construction require permits and may remain in place until construction is completed.
3. Signs for SPECIAL EVENTS will not be issued until after the special events permit has been approved.
4. ALL EXISTING NON-CONFORMING SIGNS when part of a permit application MUST be brought into compliance with current sign regulations or BE REMOVED.
5. Landscaping is required for ALL FREESTANDING signs.
6. All Signs being installed/repaired/replaced along the City's main thoroughfares must meet the applicable Guidelines.
7. All sign permits in Historical Districts or located on main thoroughfares are subject to COA approval by the Historic/Zoning Board which may delay the processing of the application.
8. Current Codes REQUIRE LICENSED SIGN CONTRACTORS FOR ALL SIGNS.

Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.

SIGNATURE OF APPLICANT: _____ **DATE:** _____