



# Sign Permit

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## SUBMITTAL REQUIREMENTS

Application Form

Permit Fee

Owner Affidavit giving an agent, such the tenant or sign contractor, permission to act on the owners behalf

Site Plan demonstrating the location of proposed sign(s), distance to center line of the right-of-way, building dimensions and lot frontage dimensions\*

Building Elevations demonstrating building dimensions, dimensional details of sign(s) and sign(s) content\*

2 copies of Wet Stamped Engineering & Footing Plans (if 8' tall or higher, or more than 60 SF of surface area)

Valuation of Work \$

*\*Applies to Monument of Free Standing signs, Engineering required on Wall signs greater than 48 SF. Provide mounting details regardless.*

*\*If located in a multi-tenant building, applicant must submit drawings and dimensions depicting the entire building*

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## BUSINESS/OWNER/APPLICANT INFORMATION

Name of Establishment:

Property Address:

Property Zoning:

Shopping Center:

Tenant Phone #:

Tenant Email:

Property Owner:

Owner Phone #:

Owner Email:

Sign Contractor:

Contractor Phone #:

Contractor Email:

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## AUTHORIZATION

\*\* Authorized Agent Signature:

Planning Division Approval:

Date:

Permit Fee:

Permit #:

*\*\* Owner affidavit required if the application is not signed by the property owner*

