SIGN INFORMATION SHEET

If you are just **replacing lettering** on an **existing sign**, you must include:
- Sign Application
- Photo or drawing of lettering including dimensions

If you are installing a **new sign/awning WITHOUT lighting**, you must include:
- Building permit with 2 sets of signed and sealed drawings, done by an architect or structural engineer, detailing the connection and/or construction.
- Building permit application.
- Sign Application
- Photo or drawing of lettering including dimensions

If you are installing a **new sign WITH lighting**, you must include:
- Building permit with 2 sets of signed and sealed drawings, done by an architect or structural engineer, detailing the connection and/or construction.
- Building permit application.
- Sign Application
- Photo or drawing of lettering including dimensions
- Have a licensed electrical contractor (either sign specialist/specialty or electrical contractor/master) obtain an electrical permit.

If you are installing an **awning with signage** on it, you must include:
- Building permit with 2 sets of signed and sealed drawings, done by an architect or structural engineer, detailing the connection and/or construction.
- Building permit application.
- Sign Application
- Photo or drawing of lettering including dimensions

You must be a **REGISTERED CONTRACTOR** if the sign is illuminated; you will need:
- A registration form
- Copy of the sign specialty and sign specialist license
- Copy of the license holder’s driver’s license
- $25 fee
SIGN PERMIT APPLICATION

Permission is requested by the Contractor and by the Owner to perform work as described below and in the following pages, and as shown on the attached plans.

YOU MUST FILL IN ALL FIELDS

<table>
<thead>
<tr>
<th>SIGN LOCATION</th>
<th>Address</th>
<th>Business Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROPERTY OWNER</td>
<td>Name</td>
<td>Ph</td>
</tr>
<tr>
<td></td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address</td>
<td>City</td>
</tr>
<tr>
<td>SIGN CONTRACTOR/ERECTOR</td>
<td>Last Name/Business</td>
<td>Ph</td>
</tr>
<tr>
<td></td>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address</td>
<td>City</td>
</tr>
</tbody>
</table>

Contractor/Applicant Signature: ________________________________ Date: ____________________

Is sign illuminated? ☐ Yes ☐ No If yes, an electrical permit is required.

REQUIRED INFORMATION

Building Frontage (feet) ____________________
Setback ____________________
(property line to the nearest edge of the sign)
Sign Dimensions ____________________
Height (from grade) ____________________
Weight ____________________
Sign Material ____________________
Method of Attachment ____________________
TOTAL EXISTING SIGNAGE FOR THE BUSINESS ____________________

TYPE OF SIGN
☐ Ground Pole
☐ Wall
☐ Projecting
☐ Awning
☐ Roof
☐ Banner
☐ Marquee
☐ Monument

SIGN USE
☐ Identification
☐ Advertising
☐ Business

ILLUMINATED
☐ Incandescent
☐ Fluorescent
☐ Neon

Approval Lab ________
Listing # ________

HISTORIC DISTRICT ☐ Yes ☐ No
District ________________ Approval ____________________

PLACEMENT
☐ On Premise
☐ Off Premise

TEMPORARY
☐ Real Estate
☐ Commercial
☐ Residential
☐ Vacant Lot
☐ Construction

You MUST submit TWO (2) copies of plans.
<table>
<thead>
<tr>
<th>SIGN/SKETCH AND ATTACHMENT/DETAIL:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached Information</td>
<td></td>
</tr>
<tr>
<td>Single Faced</td>
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<tr>
<td>Double Faced</td>
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</table>

<table>
<thead>
<tr>
<th>LOCATION/SITE PLAN:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Attached Information</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OFFICE USE ONLY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Approved</td>
<td></td>
</tr>
<tr>
<td>Permit Disapproved</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Inspector  ______________________</th>
<th>Date  ______________________</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>REMARKS</th>
<th>FEES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$_________</td>
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</tbody>
</table>
PAYMENT COVER SHEET

NAME: ________________________________________________________________

COMPANY/PROPERTY NAME: _________________________________________________

ADDRESS: __________________________________________________________________

CITY: ________________________________  ZIP CODE:  ____________________________

CREDIT CARD NUMBER: ______________________________________________________

EXPIRATION DATE:  __________________________________________________________

SIGNATURE:  ________________________________________________________________