

SIGN PERMIT CHECK LIST

*NO APPLICATION WILL BE PROCESSED UNTIL ALL OF THE INFORMATION
AND MATERIALS HAVE BEEN RECEIVED BY THIS DEPARTMENT.*

Applicant: _____

Location: _____

Date Filed: _____ Received By: _____

Business Name: _____

Business/Property Owner: _____

Name/Address/Phone of Installer: _____

Name/ Address/Phone of Designer: _____

THREE Copies of Drawings Submitted: Yes No

CONTENTS OF DRAWINGS

- 1. Type of Sign
- 2. Value of Sign (approximate) \$ _____
- 3. Scale/Dimension
- 4. Materials Description
- 5. Contents/Style/Colors/Design
- 6. Method of Illumination/Power Source
- 7. Method of Fastening/Supports/Etc.
- 8. Location of Property/Height from Ground
- 9. Location and Dimension of Existing Signage of Property

APPLICATIONS FOR FREE-STANDING SIGNS MUST ALSO

SUBMIT A SITE PLAN SHOWING THE PROPOSED LOCATION OF THE SIGN