



SIGN PERMIT PROCEDURE

The following information must be submitted when making application for a Sign Permit:

1. Completed Zoning Determination Application.
2. Two (2) copies of professionally drawn plot plan showing location of proposed sign on property and measurements from the sign to the building, from the sign to the property lines and setbacks from right-of-way to sign.
3. Two (2) copies of sign drawings showing dimension (square footage of every sign), height of sign, single face or double face, illuminated or non-illuminated and wording of proposed sign.
4. New Permanent/Portable Illuminated Signs must apply for an Electrical Application at the time of sign submission.
5. New Signs with footers must apply for a Building Application at the time of sign submission.
6. \$ 50.00 Zoning/Application Fee must be submitted at the time of submission. **PORTABLE/TEMPORARY SIGNS DO NOT REQUIRE A ZONING/APPLICATION FEE.**

THE APPLICATION CANNOT BE REVIEWED UNLESS THE ABOVE INFORMATION IS SUBMITTED.