Commercial Sign Application Checklist

Temporary Real Estate Signs
- Completed and signed permit application (1 per sign)
- $110.00 application fee
- Contractor registration
- Two sets of drawings (no drawings required for renewal)
  - Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
  - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign

Banners (on building)
- Completed and signed permit application (1 per sign)
- $110.00 application fee
- Contractor registration
- Two sets of drawings
  - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign
  - Dates up and down

Banners (on ground)
- Completed and signed permit application (1 per sign)
- $110.00 application fee
- Contractor registration
- Two sets of drawings
  - Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
  - Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign
  - Dates up and down
Panel Change
☐ Completed and signed permit application (1 per sign)
☐ $100.00 application fee
☐ Contractor registration
☐ Two sets of drawings
   ○ Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign

Wall Sign
☐ Completed and signed permit application (1 per sign)
☐ $100.00 application fee
☐ Contractor registration
☐ Two sets of drawings (see below)
   ○ Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
   ○ Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign

Monument Sign
☐ Completed and signed permit application (1 per sign)
☐ $100.00 application fee
☐ Contractor registration
☐ Two sets of drawings (see below)
   ○ Site Plans showing where sign is to be located (dimensioned including distance from lot lines & buildings)
   ○ Drawings of sign (including sign dimensions and height from ground to top of sign) showing what will be printed on the sign