

## Commercial Sign Application Checklist

### Awning

- Completed and signed Sign Permit Application
- Awning Permit Fee
  - Fixed or retractable Awning not over 50 ft in length \$40.00, over 50 ft \$50.00
  - Signage on Awning \$0.50 per sq. ft. of sign area minimum - \$40.00
- Plan Review Fee -\$40.00
- Admin. Fee - \$45.00
- Completed and signed Awning Contractor Application - \$40.00 (for each calendar year)
- Two sets of drawings
  - Awning signs must have two (2) scale drawings, full dimensioned, showing building elevation with proposed location of sign or awning in relation to doors, windows, roof line etc.
  - If signage on awning (include sign dimensions and height from ground to top sign) showing what will be printed on the sign

### Temporary Pennant / Banners / Balloons

- Completed and signed Sign Permit Application
- Temporary pennants and banners – 14 day duration - \$30.00
- Admin. Fee - \$45.00
- Business must be located in a commercially zoned district, (C-1, C-2, C-3, C-4).
- Two sets of drawings
  - Site Plans showing where sign is to be located (sign must be attached to the building)
  - Drawings of sign (including sign dimensions and height from ground to top sign) showing what will be printed on the sign
  - Dates up and down



## Reface

- Completed and signed Sign Permit Application (1 per sign)
- Face change of existing sign - \$40.00
- Plan Review Fee – \$35.00
- Admin. Fee - \$45.00
- Completed and signed Sign Erector Application - \$40.00 (for each calendar year)
- Two sets of drawings
  - Drawings of sign (including sign dimensions and height from ground to top sign) showing what will be printed on the sign

## Wall Sign

- Completed and signed Sign Permit Application with estimated cost of construction (1 per sign)
- Sign Permit Fee - \$0.50 per sq. ft. of sign area, minimum \$40.00
- Plan Review Fee - \$40.00
- Admin. Fee - \$45.00
- Completed and signed Sign Erector Application - \$40.00 (for each calendar year)
- Two sets of drawings
  - Elevation Plan showing where the sign is to be located on the building
  - Drawings of sign (including sign dimensions and height from ground to top sign) showing what will be printed on the sign

## Ground / Monument Sign

- Completed and signed Sign Permit Application with estimated cost of construction (1 per sign)
- Sign Permit Fee - minimum fee \$30.00 plus \$0.50 sq. ft. of sign area
- Plan Review Fee - \$45.00
- Admin. Fee - \$45.00
- Completed and signed Sign Erector Application - \$40.00 (for each calendar year)
- Two sets of drawings
  - Site Plans (three sets) 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 sign) showing what will be printed on the sign

