



# Sign Permits ePlan Submittal Checklist Request for Application Number

## General Sign Application Requirements

- Completed [Permit Application](#) and 3 copies of plans
- Electrical scope of work and cost breakdown (if applicable)
- Copies of special approvals/variances received for project relating to signage (if applicable)
- Each free standing sign requires a separate permit application and separate plans
- All proposed building wall signage may be submitted on one permit application

## Free Standing Sign (pylon, pole, billboard, and monument)

### 1. *Site Plan*

- Site plans drawn to scale with scale dimensions shown
- Lot lines and/or property lines clearly indicated with dimensions
- Label streets / roads / alleys
- North Arrow
- Easements with dimensions
- If sign is to be placed within a paved area or to protrude into a paved area, indicate all off street parking
- Indicate all existing structures
- Show all existing free standing signs and status of signs (i.e., to be removed, to remain) and setbacks from property line
- Show proposed free standing signs and setbacks from property line
- If more than one free standing sign is existing or proposed to be located alongside a single street frontage, indicate dimension between free standing signs
- Delineate all required visibility triangles (*see Diagram 1 on p.4*):
  - 10' x 10' at Driveways and Alleys
  - 45' x 45' at Street Intersections
  - 5' x 5' where Sidewalk and Driveway intersect

### 2. *Elevation drawing* of the proposed free standing sign indicating the following:

- Overall height of sign structure
- Individual dimensions of sign cabinets/cans
- Dimension of spacing between cans
- Dimension of clearance from lowest can to ground
- Proposed lettering and graphics of sign

**3. Installation Plan**

- Drawings must be sealed by a state certified design professional
- Size and type of footer and steel indicated
- Installation design must meet 145 m.p.h. Wind Load
- Listing and labeling as per NEC requirements if applicable
- Information regarding electrical and wiring plan
- Illuminated - No / Yes\*

**Building Wall Sign**

**1. Site Plan**

- Site plan drawn to scale with scale dimensions shown on plan
- Label streets / roads / alleys
- Indicate all existing structures
- For a multi-tenant center, highlight appropriate unit/store, and adjacent horizontal & vertical units
- Indicate all walls where signage is proposed or exists

**2. Building Elevations** where attached signs are proposed or existing

- Dimensions of the structure/store front
- All existing and proposed signage drawn on elevations with dimensions of signage, type of sign

**3. Installation Plan**

- Drawings must be sealed by a state certified design professional
- Complete mounting details
- Listing and labeling as per NEC requirements if applicable
- Information regarding electrical and wiring plan
- Illuminated – No/Yes\*
- UL Listing if applicable

\*The maximum brightness shall be 0.2 foot candles and shall be measured using the following formula:

$$\text{Measurement Distance} = \sqrt{\text{Area of EMC Sign Face (sq. ft.)} \times 100}$$