

SIGN REVIEW AND INFORMATION

Plan review is required when:

Any awning, no matter how far it projects from building.

(Designer must stamp the drawings and be sure to include appropriate ultimate wind speed on drawings)

All pole and monument signs, over 6 feet tall, require a plan review. All Wall signs require plan review.

All wall signs must have attachment details (how are they connected to the building) to receive a permit.

Electric for wall signs does not need plan review, just a permit, unless a new panel or service for the sign is to be installed.

PLAN REVIEW REQUIREMENTS

Must be included for sign plan review:

Completed Commercial Plan Review Form

Check for review- based on square footage of sign(s) and whether you are applying for just building or building and electrical.

2 sets of stamped plans

PERMIT REQUIREMENTS

If applicable, the plans must be approved.

Commercial Building Permit and/or Commercial Electrical Permit forms completed.

Zoning approval from local zoning department, if applicable.

Permit fee(s) based on square footage or a minimum fee of \$103.00 per permit.