



This application is for a **Permanent Ground Mounted Sign Permit**. Other types of sign permits include Permanent Wall Mounted and Temporary

1. Description: Please provide a scope of work for the project such as “(Business Name) – Entrance Sign 8 ft by 4 ft”

2. Valuation: This is the total construction cost that includes construction materials and labor.

Required Attachments

1. [Sign Permit Application](#)

2. [Erosion Control and Tree Conservation Agreement](#)

3. Any Applicable Affidavits

- **[Contractor Affidavit](#):** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **[Authorized Agent Affidavit](#):** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **[Commercial Owner Authorization Affidavit](#):** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

4. Construction Drawings: Please combine all construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Site Plan Drawings**
 - Boundaries of property and road names
 - All setbacks, buffers, and easements clearly labeled
 - Location of sign showing north arrow
 - Building and parking areas
 - For ground-mounted: Dimension of sign setback from right-of-way (ROW)
- **Architectural Drawings**
 - Picture of existing building/suite façade with total linear feet of existing business frontage shown
 - Elevation rendering of proposed sign on existing building
 - Sign detail (front and side elevations with dimensions)
 - Sign materials and color
- **Structural Drawings**
 - For ground-mounted signs, include foundation plans with rebar and dimensions shown, framing plans, and connection details



This application is for a **Permanent Wall Mounted Sign Permit**. Other types of sign permits include Permanent Ground Mounted and Temporary.

1. Description: Please provide a scope of work for the project such as “(Business Name) – Main Sign on Building Frontage 3 ft by 1 ft”

2. Valuation: This is the total construction cost that includes construction materials and labor.

Required Attachments

1. Sign Permit Application

2. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Commercial Owner Authorization Affidavit:** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

3. Construction Drawings: Please combine all construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
- **Site Plan Drawings**
 - Boundaries of property and road names
 - All setbacks, buffers, and easements clearly labeled
 - Location of sign showing north arrow
 - Building and parking areas
- **Architectural Drawings**
 - Picture of existing building/suite façade with total linear feet of existing business frontage shown
 - Elevation rendering of proposed sign on existing building
 - Sign detail (front and side elevations with dimensions)
 - Sign materials and color
- **Structural Drawings**
 - For wall-mounted signs, include sign connection details to existing structural framing



This application is for a **Temporary Sign Permit**. Other types of sign permits include Permanent Wall Mounted and Permanent Ground Mounted.

1. Description: Please provide a scope of work for the project such as “(Business Name) – Temporary Entrance Sign 3 ft by 1 ft”

2. Valuation: This is the total construction cost that includes construction materials and labor.

Required Attachments

1. Sign Permit Application

2. Erosion Control and Tree Conservation Agreement (for Ground Mounted Only)

2. Any Applicable Affidavits

- **Contractor Affidavit:** Required for every contractor and subcontractor. Please include a copy of the current state Contractor’s License, local Business License, and state Driver’s License.
- **Authorized Agent Affidavit:** Required for third-party services authorized by the owner or permit applicant (i.e., permit expeditors, architects, engineers, etc.).
- **Commercial Owner Authorization Affidavit:** Required for owners of commercial properties to authorize a tenant or other legal entity to act as the applicant.

3. Construction Drawings: Please combine all construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions.

- Proposed sign design with dimensions
- Photo of proposed sign location