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Inspections Division
Date: 09/15/16

Department of Permitting and Inspections

Signage / Awning Permit Application

CHECK LIST

All of the following information is required and must be submitted. Checking off each item as you prepare your application package will ensure your package is complete and will help expedite the permitting process.

- [x] Certificate of Liability listing the City as additional insured if any portion of the sign abuts or encroaches on any public right of way, or can fall into any public right of way.
- [x] Letter of permission from the property owner indicating the specific permissions granted and the tenant/space building frontage.
- [x] A sketch plan of the lot indicating location of buildings, driveways, any abutting streets or rights of way, lengths of building frontages, street frontages and all existing setbacks. Please indicate, on the plan, all existing and proposed signage with their dimensions and specific locations. Be sure to include distance from the ground and building façade dimensions for any signage attached to the building.
- [x] A sketch or photo of any proposed sign(s) indicating content, dimensions, materials, source of illumination, construction method as well as specifics of installation/attachment.
- [x] Certificate of flammability is required for awnings, canopies or banners. A UL# is required for lighted signs at the time of final inspection
- [x] Photos of existing signage
- [x] Details for sign fastening, attachment or mounting in the ground.

FEES

Permit fee for signage or awning with signage: $30 plus $2 per square foot of sign (per sign)

Permit fee for awning-without-signage is based on cost of work:
$25 for the first $1000 of cost of work; $15 for each additional $1000 of cost of work

Application fee for any signage in a ***Historic District*** is an additional $75

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