Signage/Awning
Permit Application Checklist

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

All of the following information is required and must be submitted. Checking off each item as application package will ensure your package is complete and will help to expedite the permitt Date: 06/11/13

- [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.
- [N/A] Letter of permission from the owner indicating the permissions granted and the tenant/space building frontage.
- [X] A sketch plan of lot indicating location of buildings, driveways and 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 signs 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.
- [N/A] Certificate of flammability required for awning, canopy or banner.
- [N/A] A UL# is required for lighted signs at the time of final inspection.
- [N/A] Photos of existing signage
- [X] Details for sign fastening, attachment or mounting in the ground.

Permit fee for signage or awning-with-signage: $30.00 plus $2.00 per square foot of sign.

Permit fee for awning-without-signage is based on cost of work:
$30.00 for the first $1,000.00, $10.00 per additional $1,000.00 of cost.

Base application fee for any Historic District signage is $75.00.