

# Sign Permit

*PZ-SP*

ONLINE SUBMITTAL REQUIREMENTS (please scan or provide an electronic copy of the following):

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- You must be the property owner or a representative of the property owner and certify as such in the online application form
- Sign Detail - plan/drawing showing the dimensions, advertising copy, lighting, materials, and colors of the proposed signs; see Section 4.2 of the Zoning Ordinance for details
- Site Plan - of the property showing the location of all existing and proposed structures, easements (and can include landscaping, lighting, and signage as relevant/applicable).
- Signage Plan showing location of all existing and proposed signs (if not included in site plan)
- Sign Permit Worksheet – completed, showing size, type, and illumination description of all existing and proposed signs on subject property using [Sign Permit Inventory Worksheet](#)
- Non-Refundable Filing Fee

OTHER SUBMITTAL ITEMS (THAT MAY BE REQUESTED BY A PLANNER) INCLUDE:

- Architectural Drawings
- Color samples
- Lighting Plan
- For new construction, a separate building permit.
- For externally illuminated signs, a separate lighting permit.
- A copy of all recorded easements applicable to the request.
- All required Design Review Overlay, Conditional Use Permit, Variance, and other permits and licensing obtained.