

LIGHTING PERMIT

PZ-LP

WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Online Portal Tutorial** – please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Lighting Permit, and follow the prompts from there.
- **Submit** - Clicking “Save and Continue” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Upload** – Once you have created your permit, you may scroll down to “Submittals” and upload your PDF documents. Please note that you may see many requested items that were not discussed at your pre-application meeting. If staff did not request these items specifically and/or if they are not mentioned in your pre-application meeting notes, you may leave these items blank. *Please see the Online Submittal Requirements below.*
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents, you will receive a message from the online system telling you your permit is “**technically complete.**” This means it is time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit.

ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

ONLINE SUBMITTAL REQUIREMENTS

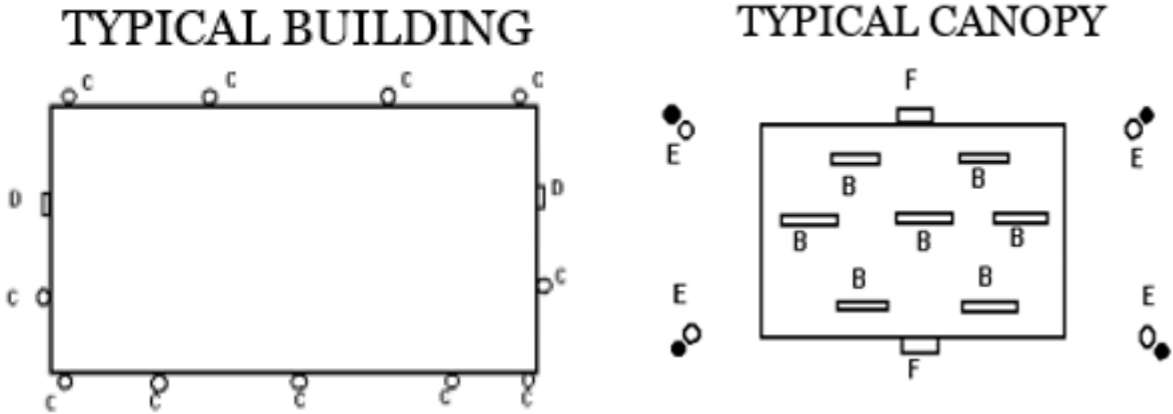
Please provide a CLEAR, READABLE electronic or scanned copy of the following **in PDF format:**

- **Site Plan** - drawn **to scale** showing the location of all existing and proposed lighting
- **Lumen Worksheet** - Completed [Lumen Output Calculation Worksheet](#) (see Section 4.3 of the Zoning Ordinance for further details on lumen outputs allowances per the zone and Use)

- Manufacturers’ catalog cut sheets (pictures) and specifications (lumen output) for each type of proposed fixture
- Architectural drawings (if requested by planner, otherwise no need to upload)

EXAMPLE LIGHTING SITE PLANS

See the “Typical Building” example to the right and “Typical Canopy” example below.



HOW TO COMPLETE THE LUMEN OUTPUT CALCULATION WORKSHEET

See the chart below. The first column of the lumen output calculation worksheet table (labeled ‘fixture’) should correspond with the labeling of the fixtures on the site plan. Note– proposed *interior* fixtures should not be included.

Fixture	Type	Wattage	Lumens per Fixture	Total Number of Lamps	Shielding	Total Lumens
A	Interior	NA	NA	NA	NA	NA
B	Fluorescent	35 W	2,975	7	Full shield	20,825
C	Incandescent	100 W	1,750	11	Full shield	19,250
D	High Pressure Sodium	35 W	2,250	2	Full shield	4,500
E	High Pressure Sodium	50 W	4,000	4	Full shield	16,000
F	Metal Halide	250 W	16,000	2	Full shield	32,000
Total Lumen Calculation						92,575

OTHER PERMITS MAY BE REQUIRED

In addition to the Lighting Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Sign Permit, Design Review Overlay, etc. in order to proceed with development.***