

SIGN PLAN REVIEW CHECKLIST



★ **This checklist must be submitted with a Building Permit Application for any SIGN.**

Job Information

Property Address:		Suite #	Business Name:	
Sign Company:		Office #:		Cell #:
Address:	City/State:	Zip:	Email:	

Sign Type

PERMANENT SIGN (check all that apply) New sign Change to existing sign Face change only

<input type="checkbox"/> Illuminated Sign:	<input type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Pole (within 100 ft. of US 75)
<input type="checkbox"/> Non-illuminated Sign:	<input type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Pole (within 100 ft. of US 75)
<input type="checkbox"/> Electronic Message Board:	<input type="checkbox"/> Wall	<input type="checkbox"/> Monument	<input type="checkbox"/> Pole (within 100 ft. of US 75)

Directional Sign Menu Board

TEMPORARY SIGN

For sale, lease, or rent sign Temporary construction sign Banner (limited to 21 day period and 3 times/year)*

***Start date when banner will be displayed:** _____

GRAND OPENING

(check all that apply) Issued within 90 days of opening, limited to 45 days

Banner Balloons Pennants Inflatables

Sign Dimensions

Height of sign: _____ ft.	Total height of sign structure: _____ ft.
Width of sign: _____ ft.	Total area of sign structure: _____ sq. ft.
Copy area of sign: _____ sq. ft.	Length of store front or building: _____ ft.
Distance from property line: _____ ft.	Façade area of store front or building: _____ sq. ft.

Sign reads:

Are there any other existing wall signs at this store / building location? Yes No

Are there any other existing monument/freestanding signs at this property location? Yes No

Submittal Requirements

The following documents must be submitted with application:

- Building Permit Application (2 copies)
- Plan Review Checklist (2 copies)
- Site Plans and Drawings (2 copies)

Applicant's Signature: _____ **Date:** _____

Print Name: _____ **Contact Phone #:** _____

By signing this you have agreed that all required information has been submitted. Failure to submit all information may result in a delay of your permit being issued.

SIGN PERMIT FEE SCHEDULE



In the event the application is not approved, the fee shall be refunded at a rate of 50 percent.

1. Temporary sign (erect, alter, replace or relocate):

- a. Banners, special events, and grand openings:.....\$30
- b. Model home/model home park signs:.....\$100 / year, renewable annually.
- c. Other temporary signs:.....\$100 / year, renewable annually.

2. Permanent freestanding or attached wall sign (erect, alter, replace or relocate):

- a. Illuminated:\$100
- b. Non-illuminated:.....\$50

3. A sign plan for permanent signs in retail, commercial, industrial, and office districts.....\$300.00, or 80 percent of the fee if each sign were permitted separately, whichever is greater.

4. All other signs:.....\$50.00