

Sign Permit Application – SPECIAL ATTACHED SIGNS

Tenant/Business Name	Installation Address
Applicant Name	Phone No.

SIGN COMPANY

Company Name:	Contact Name:		
Address:	City:	State:	Zip:
Phone No.:	Email :		

ELECTRICAL CONTRACTOR (for illuminated signs only)

Contractor:	Phone No.:
License Holder :	License No:

ITEMS REQUIRED WITH SUBMITTAL

ITEM REQUIRED	WHEN REQUIRED
<input type="checkbox"/> Sign drawing(s) to scale with the height, width, length, and any other dimensions of the sign clearly labeled.	All Signs
<input type="checkbox"/> General plan to scale that illustrates: <ul style="list-style-type: none"> Location of the building, structure, or tract to which or upon which the sign is to be attached or erected Position of the sign in relation to rights-of-way, edge of street pavement, property lines, easements, buildings, structures, etc. 	All Signs
<input type="checkbox"/> Illumination detailing including electrical contractor company name & phone number.	All Illuminated Signs
<input type="checkbox"/> State Licensed - permitted for state licensed designated barber shops	Barber Pole

TYPE OF SPECIAL ATTACHED SIGN *Please circle or highlight one:*

<input type="checkbox"/> Barber Pole	<input type="checkbox"/> Blade – Building	<input type="checkbox"/> Blade – Pedestrian	<input type="checkbox"/> Drive Through
<input type="checkbox"/> Flat Panel A	<input type="checkbox"/> Flat Panel B	<input type="checkbox"/> Menu Board	<input type="checkbox"/> Subdivision Entry

Sign Height	Sign Width	Sign Area
Elevation	Letter Height	Logo Height
Projection from Building	Height of Sign (from grade to the bottom of the sign)	Double Sided
Illumination	Number of Signs	Distance Between Sign (Menuboard)
Residential Adjacency (Do the sign face residential uses?)	If yes, provide the distance from the sign to the residential property line:	

NOTE: Attached Signs Require Pre-Installation and Final Inspection

Property Owner Acknowledgement: I acknowledge that I have granted permission to the tenant/applicant to erect/install the proposed sign. Owner's Name (please print): _____

Owner's Signature: _____ Date: _____

Applicant Acknowledgement and Wind Pressure & Dead Load Compliance: I certify that all the information provided above is accurate and the above proposed sign(s) shall be designed and constructed to withstand a wind pressure of not less than 30 lbs./ft² of area and shall be constructed to receive dead loads as required by applicable building code standards.

Applicant's Signature: _____ Date: _____

Every effort will be made to review applications within 10 business days of receipt.	Date Stamp (for office use):
For Staff Review Comments: _____ Approved: _____ Date: _____	(For Office Use) Sign Permit No. _____

Sign Permit Application – SPECIAL ATTACHED SIGNS

Table 5: Special Attached Sign Standards

Sign Type	Street Typology Where Permitted	Number of Signs	Maximum Area (square feet)	Other Standards
1) Blade Sign	Main Streets,	1 per lease space, permitted in addition to the 2 attached signs allowed per lease space	8 s.f. (total); 4 s.f. per Sign face.	Shall not be higher than the eave line or parapet wall of the top of the principal building; shall be a minimum of seven feet above grade when located adjacent to or projecting over a pedestrian way.
	Internal Streets/Drives, and Internal Pedestrian Way	1 per lease space in lieu of 1 attached sign		Shall not be higher than the eave line or parapet wall of the top of the principal building; shall be a minimum of seven feet above grade; and shall be adjacent to or projecting over a pedestrian way.
2) Menuboard	Internal Streets/Drives	2 per site	24 s.f. Only one sign face allowed Per sign.	Must be located at the side or rear of the principle building. If 2 signs are erected, they must be a minimum of 18 feet apart.
3) Subdivision Entry	All streets	Up to 2 attached wall signs per street entrance in lieu of a subdivision entry monument sign.	32 s.f.	
4) Drive Through	Internal Streets/Drives	2 per site	4 s.f.	Directional signs, height clearance signs and all signage that is not visible from all adjoining streets shall be exempt from this standard as long as the letter height is less than 6 inches.
5) Barber Pole	All Streets	1 per lease space, permitted in addition to the 1 attached sign per street front.		Barber pole shall only be permitted for state licensed designated barber shops. Size: Height max.: 36 " Projection from building max.: 12"
7) Flat Panel A	All Streets	1 per lease space	25 s.f.	<ul style="list-style-type: none"> • Routed out, sandblasted on stone, or embossed text • Clearly visible from the right of way AND ≤100 feet from edge of pavement. • Permitted only in Industrial areas • Panel shall be a neutral color other than white
8) Flat Panel B	All Streets	1 per lease space	25 s.f.	<ul style="list-style-type: none"> • Digitally printed or cut vinyl on a single metal plate or pan face. Or individually cut non-illuminated letters ≤2" in depth. • Not clearly visible from the right of way • Permitted only in Industrial areas • Panel shall be a neutral color other than white

*Number 6 Exposed Outdoor String Lights is a separate permit.