



Sign Application Process Guide

Sec. 16-19-20 Sign Regulations Purpose:

This article is intended to enhance and protect the physical appearance of commercial, industrial and residential areas through the regulation of existing and proposed signs.

The applicant will need the following:

- An application form which includes, where applicable, the following information, drawings, and plans:
 - A scaled drawing showing the size, shape, design, colors, materials, lighting and letter styles of the proposed sign
 - A building elevation drawing or photo of the storefront or building front depicting the proposed location of the sign
 - A site plan and sign location of any freestanding or projecting sign in relation to buildings, setbacks and property lines, plus the sign height and clearance above ground
 - For any proposals involving new lighting or the installation of new sign brackets or other means of hanging or mounting, drawings showing details of structural and electrical components to demonstrate compliance with the International Building Code (IBC) and National Electric Code (NEC)
 - Any other maps, drawings or materials that adequately describe the proposal.
 - At the time of the application for review of a sign permit the application fee is required.
 - \$60 + \$1.50/Sq. Ft.
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Please be aware that:

- Following review and approval of the sign application by the Planning Director, the Planning Director will issue a sign permit. The permit fee will be based on the value of the sign provided by the sign contractor. The sign review fee will be credited against the permit cost
- Once approved a sign should be installed within 90 days
- Inspections may be required for placement, footing, electrical and other structural components of which the applicant will be advised upon receipt of the approved sign permit.

