

REQUIREMENTS FOR SIGN PERMIT

When applying for a sign permit the following is required:

1. Complete sign application form.
2. **Signed Deed or Lease Agreement**
3. **Signed and notarized building permit application** by owner or lessee.
4. If property is leased, a **notarized letter of consent from owner** of property for the erection or maintenance of the sign. To include the address and/or legal description of the property.
5. Clear and legible site plan with description and normal dimensions, showing location of the sign and all other existing signs.
6. Survey of property showing all easements for free standing ground sign.
7. For all signs with heights exceeding thirty (30) feet above average ground level, an engineering study specifying wind loads.
8. Two drawings (plans) of the sign including dimensions and square footage of the sign.