

Signs Application Checklist

- Check all sign types that apply.
 - Freestanding
 - Building
 - Temporary
 - Panel change
 - Other: _____

- For panel change, will there be an increase in size area?
 - Yes
 - No

- Animated signs (projecting moving images) are not permitted. Automatic or programmed changeable message signs are permitted, provided that the message is paused for a least 6 seconds between message changes. If you are installing a changeable message sign, check below to indicate that you will comply with this rule.
 - Yes

- Submit scaled drawing showing location of all proposed signs. For freestanding signs, indicate setback from all property lines and Right-of-Way. For building signs, show proposed location of the signs on the building and the length of all walls on which signs will be installed. Please refer to sign tables to determine required setbacks.

- Submit elevation drawing for each proposed sign. For freestanding signs, indicate height above ground level to top of sign. For all signs, provide area calculations to indicate that the proposed signs are within the allowable area limits.

- Submit 2 sets of signed and sealed drawings of electrical and structural details.

- For freestanding signs, submit scaled section view indicating height above ground level, size of sign panel and foundation details.

- For all illuminated signs, indicate electrical supply source, branch circuit information, and listing information (UL/ETA/CSA). If only upgrading electrical components, submit scope of work and electrical details.
- For all building signs, submit section (façade) view indicating location and dimensions of all signs. Indicate method of attachment to building.
- For temporary signs, submit time period of display, type of construction, and method of attachment to the ground or a building.
- For street banners, submit permission from the authority having jurisdiction over the Right-of-Way.