



Sign Submittal Requirements

For Building-Mounted and Free-Standing Permanent Signs

Sign Permits are required for all signs erected, altered or relocated. There are limitations on the number, size and type of signs permitted. Building review may be required for certain permanent commercial signs. Sign permits may or may not include electrical.

You must apply for this permit online and upload PDF documents through MyBuildingPermit. Paper plans are not accepted.

Sign (SA)

Required Documents	Copies
Sign Site Plan	1
Building-Mounted Drawings (if sign is building-mounted) – Refer to drawing requirements for building-mounted signs.	1
Freestanding Drawings (if sign is freestanding) – Refer to drawing requirements for freestanding signs.	1
Sign Landscape Plan (if sign is freestanding) – Refer to landscape plan for freestanding signs.	1
Color Drawing (Design District)	1

Other Requirements

- Show all existing signs for the business.
- The property owner is responsible for the accuracy and completeness of all information provided with or affecting the application submittal.
- Fees are due at submittal. Additional fees are due at issuance and may be due in monthly billings.

Site Plan for Building-Mounted and Freestanding Signs
<ol style="list-style-type: none"> 1. Locate and note size, height and type of all existing signs for the business. 2. Draw all proposed signs (to scale); note size and type. 3. Show all property lines and note the dimensions. 4. Show existing and proposed building(s) on the site. 5. Show location and dimension of all entry drives, curbs, and driveway approaches. 6. Indicate the zoning of the site on the plans.

<p align="center">Building-Mounted Signs Drawing Requirements</p>	<p align="center">Freestanding Signs Drawing Requirements</p>
<ol style="list-style-type: none"> 1. Show façade of entire building with all other existing and proposed signs included. 2. Show the largest façade of the tenant space and note its area in square feet. 3. Show largest façade area of building or tenant space. Show façade area where the sign is to be mounted and the square footage of the building mounted sign. 4. Show proposed sign, including dimensions, copy, color(s), materials, building façade and dimensions for the sign, and other information to illustrate the proposal (i.e., photo). 5. Show structural connection details, including: <ol style="list-style-type: none"> a. Dimensions of the structural support(s). b. Weight of the sign. c. Materials and material grades. d. Partial cross section showing foundation, structural members (studs, beam, post, wall), and fastening method (bolts, screws, lags, nails, welds). e. Size, spacing and number of fasteners. f. All structural components of sign itself (size included). g. See Sign Requirements for Building Review. 	<ol style="list-style-type: none"> 1. Show an elevation of all existing and proposed signs; note materials, color and finishes. 2. Show height of sign measured from the ground level of the sign location to the highest point of the sign. 3. Show setbacks to sign from driveways and front and side property lines. 4. Show foundation and structural details for sign and means of fastening, including: 5. Dimensions of the support structure (footings). 6. Weight of the sign. 7. Materials and material grades. 8. Partial cross section showing foundation, structural members (studs, beam, post, wall) and fastening method (bolts, screws, lags, nails, welds). 9. Size, spacing, and number of fasteners. 10. All structural components of the sign (size included). 11. See Sign Requirements for Building Review.

<p align="center">Landscape Plan for Freestanding Signs</p>
<ol style="list-style-type: none"> 1. Show the location, type of landscaping, and wheel stops around the base of the sign to prevent automobiles from hitting the sign support structure. 2. Show the planting area around the base of the sign (a minimum of one square foot of landscaping for each square foot of the sign surface area). 3. Show that both the tree and shrubs together will cover a minimum of 25 percent of the required planting area. 4. If the landscaping will not be installed concurrently with the sign, the applicant must provide a Performance Assurance 5. Device in accordance with Land Use Code 20.40.490. All required landscaping must be installed within 60 days of completion of the sign installation unless the code administrator grants an extension in writing for reason of weather, good planting practices, or unforeseeable construction delay.