

SIGN PERMIT QUICK CHECK

PLEASE VERIFY THE FOLLOWING INFORMATION BY PLACING A CHECK MARK BY EACH ITEM.

- 3 COPIES OF PLANS SUBMITTED _____
- APPLICATION IS CURRENT AND CONTAINS ALL CONTACT INFORMATION (FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) _____
- RESUBMITTAL / REVISED APPLICATIONS ATTACHED ((FAX, EMAIL, PHONE, & INFORMATION PROVIDED IS LEGIBLE) _____

WALL SIGN

- Elevation of **building** that sign is being attached to
- Total height of **wall** that sign is being attached to
- Total height of **sign**

MONUMENT SIGN

- Site plan of survey showing exact location of sign on property
- Image of sign with sign dimensions

For office use

Processed by: _____ (Date) _____

****Any submittals that do not meet all the requirements on the checklist should not be accepted. If plans are received by the DRC Coordinators with missing information they will be sent back downstairs.****