

Building, Land, Window Signs, & Awnings

Worksite Location		Block:	Lot:	Zone:
Business/Store Name				
<i>Owner Information</i>				
Name				
Address				
Telephone Number				
<i>Applicant Information</i> <small>(if different from above)</small>				
Name				
Address				
Telephone Number				
<i>Contractor Information</i>				
Name				
Address				
Phone & Fax				
<i>Required Information</i>				
	1. 3 (three) Copies of Plan			
	2. Up-to-Date Site Plan (no older than five years)			
	3. Architect Sealed Drawings			
	4. Picture of actual sign on building			
	5. Fire Rating Certificate (for awnings)			
	6. Sample of Fabric to be used (for awnings)			
<i>Building & Land Signs</i>				
Size of Sign (24sq ft -10 % of frontage which ever is less)	Length =	Width =	Height =	
Size of building where the sign is to be located	Length =	Width =	Height =	
Square Footage of sign				
Location of sign on the Building/Property	Front <input type="checkbox"/>	Side <input type="checkbox"/>	Rear <input type="checkbox"/>	
Illumination External Mounted Only	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Height: from ground to top of the sign		Feet:	Inches:	
Height: from ground to bottom of the sign		Feet:	Inches:	
Double Faced	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Height of Letters in the sign		Feet:	Inches:	
Monument sign max 4' high- bottom of sign to be 1 ½ ' from grade - Max area to be 24 sq ft				

<i>Window & Door Signs</i>			
Total Window Area	Sq Feet		
Location of Sign on the Window			
Size of Window Sign			
Lettering Color(s)			
Height of Letters in Sign			
Location of Sign on Door			
Size of Glass Door Panel			
Size of Door Sign			
<i>Awnings</i>			
Location on Building	Front: <input type="checkbox"/>	Side: <input type="checkbox"/>	Rear <input type="checkbox"/>
Awning Size	Length:	Depth:	Height:
Awning Color(s) (red, or yellow NOT allowed)			
Building Size	Length:	Width:	Height:
Lettering Size (maximum 12")			
Lettering Color			
Height off Ground to the Bottom of Awning			
Height off Ground to the Top of Awning			
Sample Fabric must be provided			
Fire Rating Certificate must be provided	(Must state as per NFPA 701)		
<i>Illumination NOT ALLOWED within any Awning</i>			

Any incorrect or falsified information will render this approval void and any approvals based on it.

By signing this application you also give us the right to inspect the above property to verify all existing conditions

Applicant Signature _____ **Date** _____

\$ 30.00 Fee required

Date Paid: _____ **Check #** _____ **Batch #:** _____