

Check List for Sign, Awning & Canopy Permit

- ☐ Signed and notarized application & \$85 application fee
- ☐ Proof of certified notice to contiguous properties (affidavit)
- ☐ Copy of the letter sent to neighbors
- ☐ A list of the neighboring properties the notice was sent to
- ☐ Submit photo of board sign on property supplied by Building Department
(*only if a neighbor contests the application*)
- ☐ Detailed design/construction drawings of each proposed sign, awning or canopy, at a legible and measurable scale
- ☐ Dimensions including height, length, thickness and depth of each proposed sign, awning or canopy
- ☐ Proposed lettering, colors and graphics
- ☐ Dimensions of letter heights and sentence lengths
- ☐ Sections through important elevations and typical trim at a scale to clearly show profiles, trims, corners and their sizes
- ☐ Proposed method of attachment to the building
- ☐ Building elevations and/or photo simulations showing the location of all proposed signs, awnings, canopies, proposed lighting and existing signs. Indicate height and width dimensions of storefront, ground plane location, height of all new work above ground plane
- ☐ Clear, color photos of the existing building/premises showing existing conditions
- ☐ Clear, color photos of the existing streetscape: to include 2 stores to the left and 2 stores to the right of the proposed site and the 5 stores directly across the street
- ☐ Material, finish and color schedule is included on submitted plans
- ☐ Specification sheet for each new exterior light fixture, if applicable

☐ If applicable, provide a note on plan indicating that all lighting shall comply with section 300-41

☐ Contractor information and insurances

☐ Review approved by Building Inspector & payment of Permit fee

To close permit

☐ Final docs from permit submitted to Building Department

☐ Final inspection appointment called for

☐ Any additional fees paid