

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Commercial Sign (Illuminated - Monument/Free standing structures)

Plan Reviews: Building Review, Electrical Review, Planning Review, Public Works Review, Structural Review

Inspections: Building Final, Electrical Final, Foundation, Notice Of Commencement - Certificate, Planning Final

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings include:

- Site Survey Signed & Sealed Topographic/Boundary Survey
- Elevation and/or plans showing the location and height of the sign.
- Electrical wiring diagram.
- Structural Plans
- Structural Calculations
- Details and Dimensions of proposed sign on applicable wall elevation. Include total square footage of sign
- Rendering of sign with dimensions to architectural or engineering scale to include:
 - The linear square footage of the storefront must be displayed in rendering
 - Disconnect shall NOT be visible from street

Supporting Documents:

- Public Works Department – Right of Way Permit (If applicable)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.
- Copy of Business Tax Receipt (BTR) or BTR Application must be provided to Planning Inspector at time of inspection