



SIGN PERMITS

SUBMITTAL CHECKLIST

VMC 20.960

FASCIA & PROJECTING SIGNS

PLANS

- Building elevation
 - Indicate height and width of building or suite area
 - Indicate size and location of all existing signs
 - Location of proposed fascia and/or projecting signs
- Sign Detail
 - Indicate height and width of the sign(s)
 - List the square footage of the sign(s) as measured enclosing all letters, symbols and graphics as a singular face
 - Show sign coverage calculations
 - If a projecting sign, indicate height above the sidewalk
 - If an electronic message center sign, indicate the reader board area does not exceed the maximum allowed % of the total sign area
- Method of attachment to the building

DOCUMENTS

- Signed and Dated Application Form

FREE STANDING, COMPLEX AND DIRECTIONAL SIGNS

PLANS

- Site Plan
 - Drawn to scale
 - Proposed size and location of sign relative to property line, easements, right-of-way, streets, sidewalks
- Sign Detail
 - Indicate height and width of the sign(s)
 - List the square footage of the sign(s) as measured enclosing all letters, symbols and graphics as a singular face
 - Show sign coverage calculations
 - If a projecting sign, indicate height above the sidewalk
 - If an electronic message center sign, indicate the reader board area does not exceed the maximum allowed % of the total sign area
- Footing Details

DOCUMENTS

- Signed and Dated Application Form
- Structural engineering for signs over 6' in height

LINKS TO ADDITIONAL INFORMATION

Be sure and follow the [file naming standards](#) and leave a blank area on the plans for the [approval stamp](#).