



Sign Permit Plan Review Checklist

Apply online via: www.mygovernmentonline.org (MY PERMIT NOW)

<input type="checkbox"/>	Sign Permit - Owner Permission Letter - if a tenant
<input type="checkbox"/>	1 Set of Construction Plans (To Scale) <ul style="list-style-type: none">▪ 1 PDF Copy (uploaded to www.mygovernmentonline.org via the customer portal) Including: <ul style="list-style-type: none">▪ Illustration/photograph of proposed sign including appearance and dimensions▪ Illustration/photograph of position of the sign on the building or on the ground in plain view. Including elevation views, setbacks, & easements.▪ Specifications for the construction or display of the sign, including materials to be used, including sign base/slab details, lighting, and electrical specifications.▪ Illustration/photograph showing all existing signs maintained on the premise
<input type="checkbox"/>	Make sure your subcontractor is registered! (i.e. Electrical)

Revised: 5.14.2019

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