Sign Permit

Plans and documentation checklist
(For submitting plans to PAC Intake)

The permit process includes a review of your plans and materials. **If you are submitting paper plans and documentation, you must submit two (2) copies of each item.**

The following list is intended to be used as guide in preparing the plans and documentation you must submit. Contact a Planner for assistance.

1. **Plot plan and civil drawings**, drawn to scale on minimum size of 11x17 page, which includes the following:
   1.1. North arrow, scale, lot dimensions, setbacks, all public and/or private easements, and names of all adjacent streets.
   1.2. Layout of buildings, driveways, sidewalks and parking.
   1.3. All applicable structures and features on the property
   1.4. Information on street frontages (width of right-of-way, type and width of street, including curbs, gutters, sidewalks and pavement type)
2. **All Plans** drawn to scale with correct building orientation and north arrow.
3. **Other documents**, including drawings, calculations, documents and information.
   3.1. Complete sign sections.
   3.2. Construction details (sign attachments, structural members, footing information with required reinforcing, etc).
   3.3. Weight of Sign
   3.4. Engineering for special conditions - showing the expiration date of the engineering stamp - information to be transferred to plans
4. **Proposed use.**