



## Sign Permit Plan Review Checklist

Apply online via: [www.mygovernmentonline.org](http://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"><li>▪ 1 PDF Copy (uploaded to <a href="http://www.mygovernmentonline.org">www.mygovernmentonline.org</a> via the customer portal)</li></ul> <p><b>Including:</b></p> <ul style="list-style-type: none"><li>▪ Illustration/photograph of proposed sign including appearance and dimensions</li><li>▪ Illustration/photograph of position of the sign on the building or on the ground in plain view. Including elevation views, setbacks, &amp; easements.</li><li>▪ Specifications for the construction or display of the sign, including materials to be used, including sign base/slab details, lighting, and electrical specifications.</li><li>▪ Illustration/photograph showing all existing signs maintained on the premise</li></ul>
<input type="checkbox"/>	Make sure your subcontractor is registered! (i.e. Electrical)

Revised: 5.14.2019

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