

Applying for Permits – To obtain a permit you must provide:

1. Application – Complete the application (full addresses including city and zip code).
2. Site Plan – A complete site plan drawn to scale showing:
 - a. The building frontage (if single tenant occupancy), or the tenant building unit frontage (multiple tenant occupancy) in feet.
 - b. North arrow.
 - c. Setback from the principal street for building signs.
 - d. Setback from any right of way for freestanding signs.
 - e. Location and type of all existing signs on the property clearly labeling each sign if multiple signs (i.e. Sign A, Sign B)
 - f. Copy of the Certificate of Appropriateness if in a Historic District or a Landmark Building.
 - g. Off-premise sign applications must show the information required by ¶150.925.1-14
2. Building Elevations- For Building-Mounted Signs:
 - a. Show the façade of the entire building with all other existing and proposed signs included.
 - b. Show the largest façade of the tenant space and note its length in feet.
3. Sign Illustration – to show the following:
 - a. Show the size, height above ground/grade level for projecting signs, maximum height of freestanding signs, and shape, including color illustration with full building elevation.
 - b. Details of how the sign is supported, attached, anchored, connected and braced, including foundation details and existing materials (existing signs undergoing a change of face shall state if any attachment or structural changes are being made and provide details and technical drawings of any intended changes).
 - c. Window signs must detail the size of the window the sign is being applied to.
 - d. Description of the message on the sign (what the sign says).
4. Electrical and Lighting Information – Indicate all electrical and lighting information, including transformer size and location. A separate electrical permit is also required (see National Electric Code, Article 600). All electrical must be tested and listed by an approved organization (UL or other).
5. Location, Description, and Dimensions – For all existing signs on the premises (present condition with proposed details).
6. A schedule of values listing each sign separately (if multiple signs are submitted)
7. The duration of time the sign is expected to be displayed.
8. Copy of Plan Development or Board of Zoning Appeals decision if a variance has been obtained.

Each sign requires a separate permit.

Sign. Any visual communication display, object, device, graphic, structure or part, situated indoors or outdoors, or attached to, painted on, or displayed from a building, vehicle, or structure in order to direct or attract attention to, or announce or promote, an object, product, place, activity, person, ideology, institution, organization, business or the like, by means of letters, words, models, banners, flags, pennants, insignia, devices, designs, colors, symbols, fixtures, images, illuminations or representations used as, or which is in the nature of, an announcement, direction, advertisement or other message. The following are types of signs and/or definitions of terms found in 150.900, Sign Regulations and shall only define terms in Section 150.900:

SAMPLE PLANS FOR SIGN PERMIT APPLICATION

HAY d'Ubg' cb h'lg' g'Yh'UFY' YI' Ua' d'Yg' cZ' h'Y' h'm'Yg' cZ' d'Ubg' f'Ye' j'fYX' Zcf' U' g'j' b' d'Yfa' j'h' application' HAYm' UFY' d'fcj' j'XYX' hc' \Y'd' n'ci' XYj' Y'cd' n'ci' f' d'Ubg' hc' h'Y' Udd'f'cd'f'UHY' Y'j' Y' cZ' XYHJ' g'c' n'ci' f' d'Yfa' j'h' W'lb' VY' d'fc'W'gg'YX' YZ'W'V'bh'm' 5' X'f'Uk' j'b' g' must' VY' X'f'Uk' b' hc' scale' 5dd' j'W'h'cbg' g' Va' j'h'YX' k' j'h' d'Ubg' h'Uh'Xc' b'ch' f'YZ'Y'm' h'Y' XYHJ' g' b'ch'YX' cb' h'Y' W'Y'W' j'gh' k' VY' XY'Um'YX' Z' n'ci' g'h' \Uj' Y' questions' after' f'Yj' j'Yk' j'b' h'Y' W'Y'W' j'gh' U'b'X' the' g'Ua' d'Y' d'Ubg'z' d'Y'Ug'Y' V'z'bh'U'm' h'Y' N'cb'j'b' 8Y'd'U'f'ra' Y'bh' U'h' Z'cb'j'b' 4' 8'U'm'c'bc' \j'c'gov' for assistance.

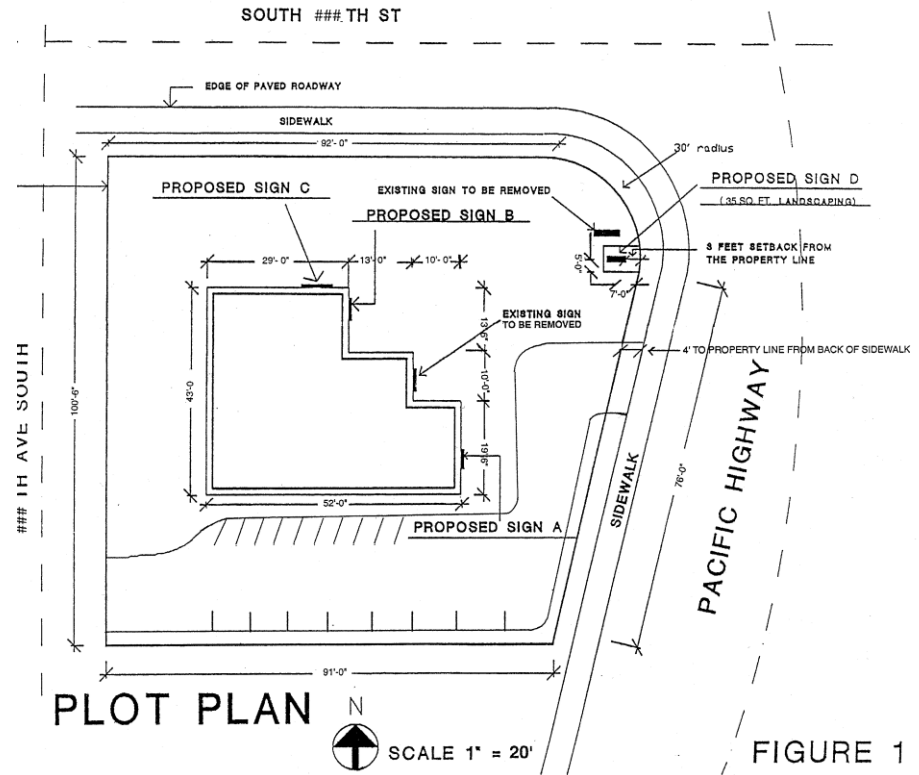
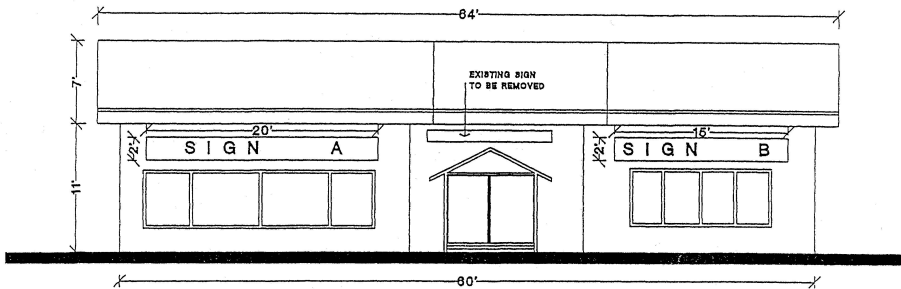


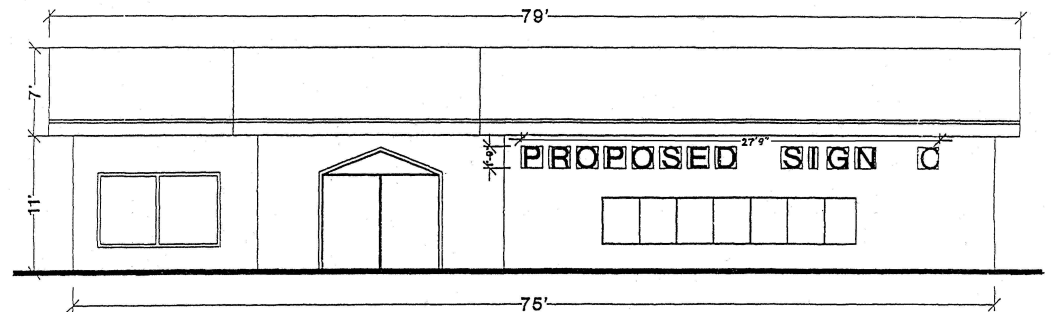
FIGURE 1



EAST ELEVATION

SCALE 1/8" = 1'
SIGN(A) AREA PROPOSED = 40 SQUARE FEET
SIGN(B) AREA PROPOSED = 30 SQUARE FEET

FIGURE 2A

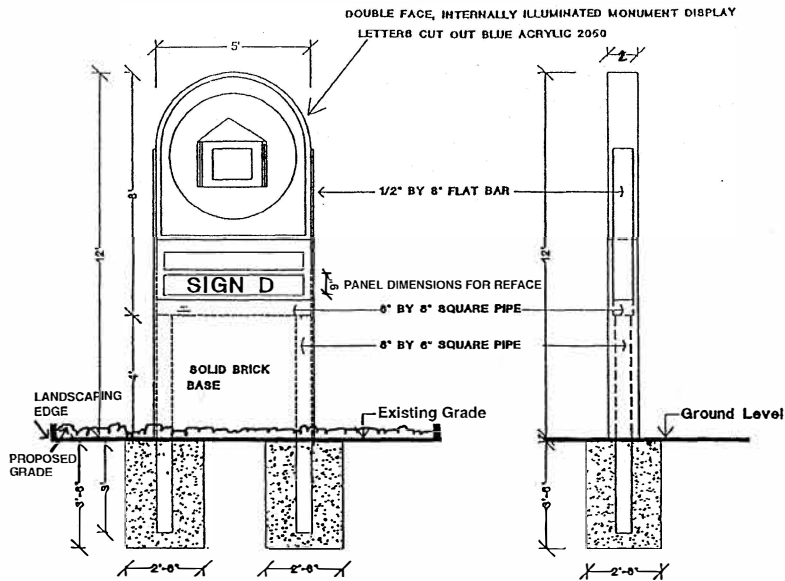


NORTH ELEVATION
SCALE 1/8" = 1'

FIGURE 2B

WIND LOAD CALCULATIONS AND STRUCTURAL DESIGN FOR MONUMENT SIGN FOUNDATIONS

SIGN AREA: 12'x5' = 60SF
 WIND SPEED: 80 MPH EXPOSURE C
 WIND FORCE: $P = C_e C_q q_s I_w = (1.06)(1.4)(16.4)(1) = 24.34 \text{ \#/SF}$
 $P = 25 \text{ \#/SF FOR WIND FORCE}$
 WIND PRESSURE: 60SF x 25#/SF = 1500#
 ASSUMED PRESSURE POINT: 0'-0" OFF OF GROUND
 WIND MOMENT: 1500# x 6' = 9000'#
 FOUNDATION AREA: 2 EACH X 2.5' X 3.5' = 17.5SF
 REQUIRED RESISTING MOMENT: 9000'#
 SOIL RESISTANCE LATERAL PRESSURE: table 18-I-A type 3
 =200#/SF additional allowed by note 3
 doubles to 400#/SF resistance
 RESISTING PRESSURE: 400#/SF x 17.5SF = 7000#
 ASSUMED RESISTING PRESSURE POINT: 1.75' BELOW GROUND SURFACE
 RESISTING PRESSURE: 1.75' X 7000# = 12,250# > 9000'#
 FOUNDATION SIZE IS ACCEPTABLE FOR WIND RESISTANCE
 PROVIDE TEMPERATURE REINFORCING STEEL OF #3 BARS IN CAGE
 12" c.c. HORIZONTAL AND VERTICAL



MONUMENT SIGN

MONUMENT SIGN

TOTAL PROPOSED SIGN AREA = 80 SQ. FT. (40 SQ. FT. PER FACE) SCALE 1/4" = 1'

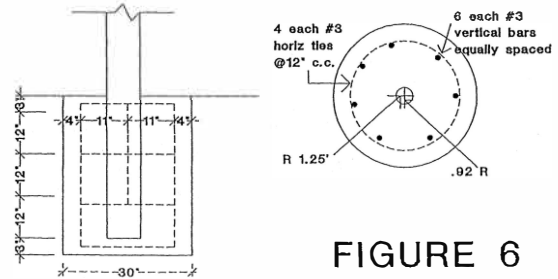


FIGURE 6

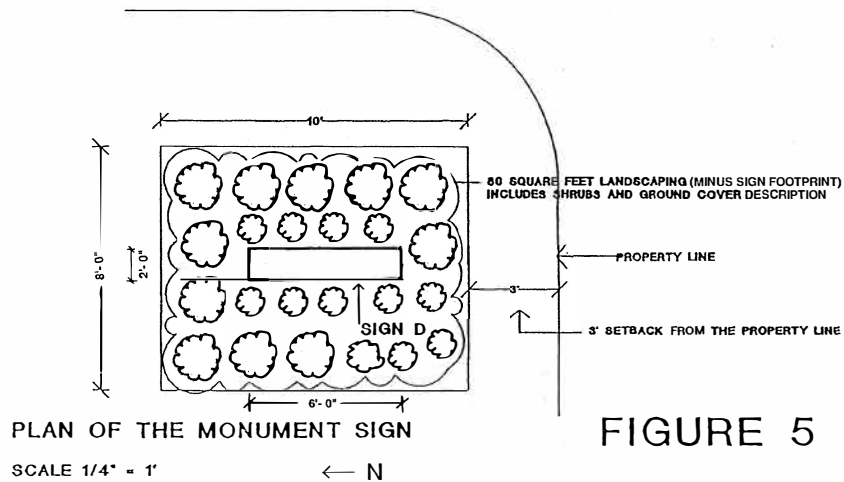
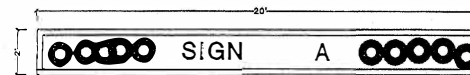


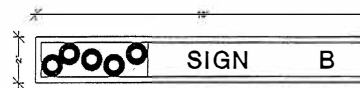
FIGURE 5



FACE DETAIL SIGN C
ILLUMINATED INDIVIDUAL LETTERS

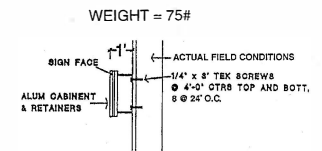


FACE DETAIL SIGN A
SINGLE FACED INTERNALLY ILLUMINATED SIGN
WHITE LEXAN FACE WITH SCOTCHAL GRAPHICS



FACE DETAIL SIGN B
SINGLE FACED INTERNALLY ILLUMINATED SIGN
EXTRUDED ALUMINUM CABINET PAINT GRAY 424

SCALE 1/4" = 1'
FIGURE 4



ATTACHMENT CROSS-SECTION DETAIL

SCALE 1/4" = 1'

FIGURE 3