

**APPLICATION REQUIREMENTS – Signs & Flagpoles****PRSG**

*Chapter 4H of the Administrative Code*

**Submittal Requirements**

The submittal items below must have documents submitted for review as required by the scope of work.

***Sign Requirements***

- **Sign Detail Affirmation:** Complete with sign details, signed by the qualifier
- **Authorization Letter:** Approval letter from the Property Owner or Management company, notarized.
- **Construction Plans:**
  - **For all sign types:** Plans showing the method of attachments or engineering, color rendering of sign, dimensions of signage.
  - For Wall Signs, also include an elevation drawing showing:
    - Height and width of unit or building
    - Placement of sign on elevation
    - Ten percent clear area
    - Floor plan showing units and placement of where signs are to be attached
- **Site Planning Document:**
  - **For all sign types:** A proposed site plan showing the location of the sign.
  - For Freestanding Signs, also include:
    - Placement of sign
    - Setbacks from sign to property lines
    - Road frontage dimensions

***Flagpole Requirements***

- **Construction Plans:** Flagpole specifications and engineering, as required.
- **Site Planning Document:** A proposed site plan showing placement of flagpole and setbacks

## Information Required for Permit Application

The following questions will be asked on the portal when applying for a permit.

### Select: Right of Way, Sign & Well Permit

#### Application Type

Choose the application type: **Sign**

Please categorize the nature of the work being done: *Addition, Alteration/Remodel, New Construction*

Please describe the work being done: *(enter scope of work)*

Building Use: *1-2 Family, Business, Institutional/Civic, Mixed-Use, Multi-Family, Transient Lodging*

Is this a private provider inspection?

Is this a private provider review?

Is the property owner doing work?

Business Name?

Change of Use?

Waiver of review time limits:

#### Permit Type

Sign/Flagpole

#### Work Items

Declared Construction Cost for this scope of work

Work Items (select as applicable): *Sign, Flagpole*

#### Location

Address location: *(enter street address or parcel)*

#### Contacts

Select Primary Contractor: *(only active contractors will show)*

Select Qualifier:

Select any subcontractors needed *(electrical, plumbing, mechanical, roof, septic)*

***\*Please ensure to generate your permit application summary page once you have successfully submitted your application for your records.\****

## Helpful Guides

- [Register on the portal](#)
- [Adding an address to a permit: Address Picker](#)
- [Adding a Contractor and Qualifier to Contacts](#)
- [Applying for a Building Application](#)