

# SIGN PERMIT

PZ-SP

## WHAT TO EXPECT

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Be Prepared** - Information to have ready and submittal requirements are noted below. All submittal items must be in electronic format PRIOR to initiating an online application. **Only PDF format will be accepted.**
- **Register** – You will need to register in the online portal [here](#) if you have not already done so. Please remember your e-mail address and password because you will need them for future log-ins.
- **Start Your Online Application** - When you have followed the steps above, initiate an application using the online portal [here](#). You will need to log in, select My Portal, then Apply Online, then Planning and Zoning, then Sign Permit, and follow the prompts from there.
- **Upload** – Once you have created your permit, you may scroll down to “Permit Submittals” and upload your PDF documents. *Please see the Online Submittal Requirements below.*
- **Submit** - Clicking “Submit Application” at the end will submit your application and create a permit. You will have an opportunity to edit your information one last time prior to submitting, and if you need to make changes later you may contact staff for assistance.
- **Pay** – A planner will review your application and submitted documents and let you know if any submittal items are missing. After staff has processed your documents and verified information, it will be time to log into the online portal to pay for your permit. If someone else will be paying for your permit, please contact staff for assistance.
- **Communication** – Your case will be assigned to a planner who will let you know if anything else is needed to proceed with your permit. Your case will be placed on a hearing agenda when ready.

## ONLINE APPLICATION INFORMATION

- **Parcel/Site** - be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the online application)
- **Authorization** - you must be the property owner or a representative of the property owner and certify as such in the online application

## ONLINE SUBMITTAL REQUIREMENTS

Please provide a **CLEAR, READABLE** electronic or scanned copy of the following **in PDF format**:

- **Site Plan** - drawn **to scale** showing the location of all existing and proposed structures, easements, and existing and proposed signage
- **Sign Permit Inventory Worksheet** – completed, showing size, type, and illumination description of all existing and proposed signs on subject property using [Sign Permit Inventory Worksheet](#)
- **Sign Detail** - plan/drawing showing the dimensions, advertising copy, lighting, materials, and colors of the proposed signs; see Section 4.2 of the Zoning Ordinance for details
- Architectural drawings and color samples (if requested by planner, otherwise no need to upload)

## OTHER PERMITS MAY BE REQUIRED

In addition to the Sign Permit, applicable Building, Environmental Quality, and Engineering Permits may be required. Planning and Zoning review shall be conducted through the issuance of such permits. ***Please note that other Zoning applications may be required such as a Lighting Permit (for externally illuminated signs), Design Review Overlay, etc. in order to proceed with development.***