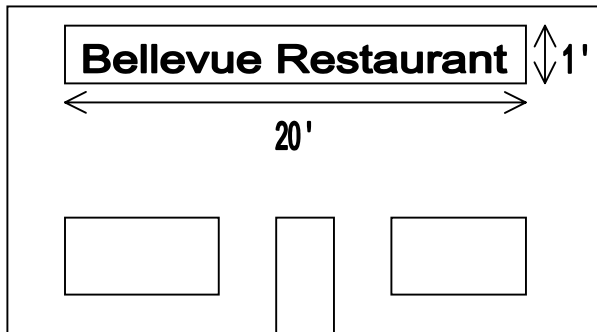
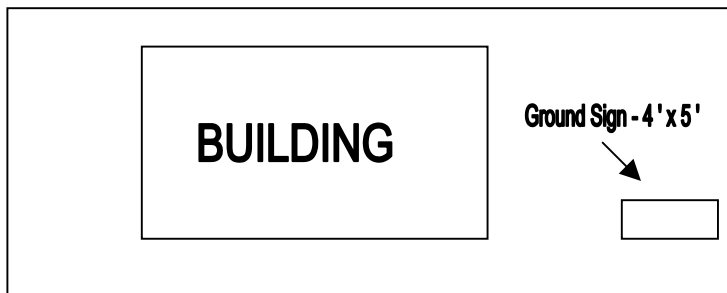


In order to expedite the sign permit process, please submit the following information with your permit application.

1. The type(s) of sign(s) you plan to install.
2. Include all existing signage on your building or property and the square footage of each sign.
3. The square footage of each proposed sign(s). If you plan to install an individual letter sign or a window sign, provide the square footage of the sign only.
4. If the sign is to be attached to the building, you are required to submit a drawing of the building indicating the location of the sign.



5. If the sign is not attached to the building, you are required to submit a site plan indicating where the signage is to be located on the property.



6. If you plan to install a sign which projects over a public right-of-way, you are required to obtain a certificate of approval from a licensed engineer for existing sign standards.
7. Any illumination in conjunction with the sign must be indicated on the sign plans.