PLEASE NOTE:  
1) Sign must be attached to face of building  
2) Grand Opening Signs shall be allowed for a maximum 14-day period per permit.

The following are needed in all districts for a Grand Opening Sign Permit:

1. □ Sign Graphics - Be sure to include to engineering scale:
   - Square footage of the sign.
   - Pictures or graphics that show where the sign will be placed.
     - Shall be mounted parallel to the face of the building
     - Shall not be cantilevered away from the structure.
     - Shall not extend more than one foot from any exterior building face, mansard, awning, or canopy.
     - Shall not obstruct any window, door, stairway, or other opening intended for ingress or for needed ventilation or light.
     - Shall not be attached to any tree, fence, or public utility pole

2. □ Site Plan - Be sure to include to engineering scale:
   - Scale of all grand opening signs (includes flags, balloons, etc.).
   - Distance from the ROW to the proposed signs (minimum of ten (10) feet).
   - Location of all grand opening signs.