

GRAND OPENING SIGN PERMIT CHECKLIST

- 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.