

Sign Permits – Frequently Asked Questions

Do I need a permit?

-Permanent wall signs and ground signs, both commercial and residential, are subject to the sign permit application process. Temporary signs are subject to the temporary sign permit application process (see below). Typically, each proposed sign requires an individual permit. Rare occasions permit for multiple items to be included under one permit as follows so this is a good question for staff to evaluate further. Typically, a [sign permit application](#) has a total associated fee of \$100.00 (\$25.00 for plan review and \$75.00 for sign review) but this may vary depending on size and if electricity sub permits are required.

What is required for the permit?

-Wall sign permit applications need to include the dimensions of the proposed sign and the dimensions of the wall on which the sign is proposed to be placed upon. Ground sign permit applications need to include the dimensions of the proposed sign, a site plan demonstrating compliance with the 15-foot street setback and 10-foot side setback, and any associated engineering if applicable. Temporary sign permit applications do not need to include any detail sheets other than the application.

Do I need a licensed contractor or engineered plans?

-Signs that exceed 32 square feet in size, exceeds 10 feet in height, or requires/uses electricity must be erected by a licensed sign contractor (LDC Section 30-94(b)) and if signs are to utilize electricity, the sign contractor must be approved to install the electricity, otherwise the work must be completed by a licensed electrician (LDC Section 54(c)(3)).

-Ground signs over 40 square feet in area or over 20 feet in height or signs with unusual structural features must be certified by a registered engineer (LDC Section 54(c)(3)).

How large can a wall sign be?

-Wall signs may not exceed 10% of the wall area on which it is intended to be placed. Signs are measured by drawing a box around the furthest points (left to right and top to bottom, including any trademarks), and wall area is measured by the height and width of the unit or side of the building. Wall signs are only permissible on walls that face a street right-of-way or a parking lot.

How large can a ground sign be?

-Ground sign sizes may vary depending on the road frontage and the type of development. For residential projects: the size restrictions are based on the number of dwelling units (LDC Section 30-152). For commercial projects: multiple-use complexes that have more than five businesses are limited to the size restrictions set forth in LDC Section 30-153(2) and multiple-use complexes with five or less businesses are limited to the size restrictions set forth in LDC Section 30-153(3). Ground signs are typically a good question for staff to evaluate further.

Can I have a temporary banner or feather sign?

-For a new business, temporary banners may be permitted until a permanent sign is approved or for sixty days, whichever occurs first (LDC Section 30-151(1)). For a special event or sale, temporary banners may be permitted but may not exceed 30 contiguous days and may not be permitted more than four permits in any calendar year (LDC Section 30-151(7)). Each temporary item (balloon, banner, feather, etc.) is subject to the [temporary sign permit application](#). Temporary sign permit applications have an associated fee of \$35.00.

What is the typical review time? Can the review be expedited?

-Staff is currently maintaining about a two week review time before sending to ready. Signs that require structural review are subject to a longer review time. Sign permit applications may not be expedited.