PERMIT REQUIREMENTS FOR SIGNS

- Copy of survey within ten years showing sign location if a freestanding sign.
  - Surveys reduced in size are not accepted.

- Drawing of proposed signage showing standard scale dimensions, style, colors, lighting and building façade elevation(s) to show placement of signage and materials.
  - Please check Section 192-106 of the zoning ordinance for sign requirements.

- Completed development permit application, signed by property owner
  - need original signature.

- Fee submitted with application: See Fee Schedule.

- Any electrical to be installed must be inspected by an approved electrical inspection agency:
  - Atlantic-Inland Inc 315-532-0110
  - Commonwealth Electrical Inspection Service Inc. 315-427-4864 & 315-440-4070
  - The Inspector, LLC 315-240-1573

- Sign permit must be visible from the street.

- Final inspection of signage must be called in by owner/contractor.