

What's needed to obtain a window sign permit?

A) Completed Sign Application:

Fill in the sections for your business information and the property owner's information. If you do not have a sign company, leave that section blank.

B) Building Owner's Approval:

The permit cannot be issued unless you have received the owner's approval (or approval from the property manager/landlord on the owner's behalf). The owner can provide their approval by signing your sign application where indicated, or the owner can provide you with a separate written authorization for your window signage.

C) Photo of the sign(s) and diagram of measurements:

Take a picture of the entire window area showing the window sign. Print the image(s) on standard size paper (8.5x11 inches). Write in the measurements for the window and the measurements for the sign as shown in the attached **Example**.

The sign may cover no more than 25% of the window area. To determine the coverage, measure the size of the window and measure the size of the sign. Divide the size of the sign by the size of the window to show the percentage of coverage. For example, a four (4) square foot sign in a twenty (20) square foot window would equal 20% coverage. ($4/20=20\%$)

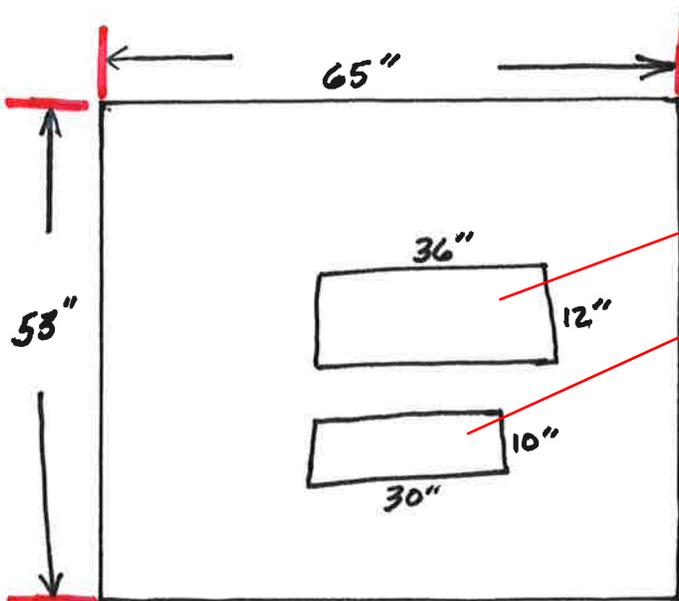
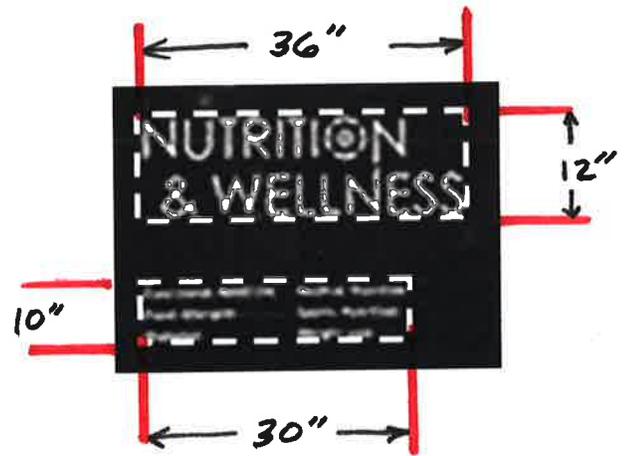
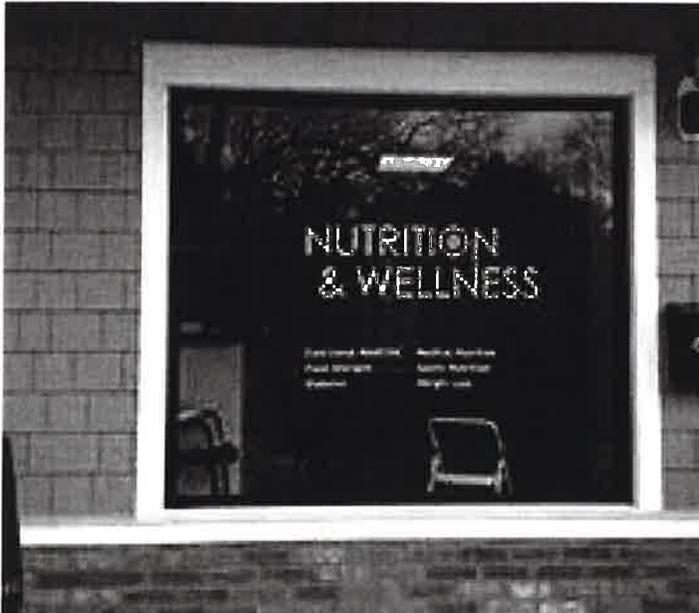
If your window sign(s) exceeds 25%, the signage must be reduced in size to bring the coverage to 25% or less.

When can I obtain a window sign permit?

Window sign applications will be processed on Tuesdays and Thursdays from 2 PM through 5 PM only. Bring the items listed above to the Development Services Counter located on the first floor of the Civic Center. Application fee to be determined at time of submittal.

Example

Provide picture of window & sign, with separate diagram showing the window size and sign measurements. For text signs, you can measure around the lettering as shown by the dashed line.



Window = 3445 square inches

Sign 1 = 432 " "

Sign 2 = 300 " "

TOTAL Signs = 732 " "

Coverage = $732 / 3445$
= 21%