
Commercial Sign – General Scope of Work

Answer all questions and submit with your permit application.

1. Is this a free-standing sign higher than 7 feet above grade? Yes ___ No ___
2. Will the sign be attached to a building, but not to the structural frame? Yes ___ No ___
3. Does any sign component attached to the structure weigh over 50 lbs? Yes ___ No ___

If you answered Yes to any of the above, engineered plans are required and you do not need to continue filling out this worksheet

4. If the sign is free-standing (not attached to an existing structure):

Footing Diameter: _____ Depth: _____ Post Size: _____

5. Provide sign dimensions: _____

6. Provide attachment details to posts or building (include fastener types, sizes):

7. Provide the weight of each independent component or section:

8. Provide information on the sign material (stone, wood, plastic, aluminum, glass):

9. Provide a drawing identifying sign attachment, location, and elevations along with this worksheet.