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## Commercial Sign – Worksheet

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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.