Use this checklist to ensure that all necessary information is provided for review of your project.

**Requirements for Submittal**

- [ ] A completed Permit Application (Sht #02)
- [ ] Two copies of the sign submittal Information sheets (Sht #58)
- [ ] Two (2) sets of accurate fully dimensioned drawings
- [ ] Two (2) sets of structural calculations (if applicable)
- [ ] Two (2) site plans showing the location of existing and proposed signs

APPLICATIONS ARE ONLY CONSIDERED COMPLETE IF ALL INFORMATION REQUESTED ON FORMS IS FILLED IN.