

# SIGN PERMIT PROCEDURES

1. Sign Permit Application Information:
  - a. Provide the Department of Building, Planning and Development with the following information:
    - Applicant information
    - Property Owner information:
      - If the Applicant is not the property owner, the applicant shall provide a written consent for proof of authorization from the property owner to allow the sign on their property.
    - Sign Contractor information (individual or group erecting the sign).
    - Electrical Contractor information (if applicable) – if electrical installation is involved.
  - b. Signs ***attached to the wall of*** a building - Provide the Department of Building, Planning and Development with the following information:
    - Drawings to show:
      - sign location on all building walls
      - front linear square footage of the front face of the building
      - size of the sign attached to the wall/walls of the building
      - illuminated sign (if illuminated an electrical permit may be needed)
  - c. Signs ***Free Standing or Monument*** - Provide the Department of Building, Planning and Development with the following information:
    - Drawings to show:
      - illuminated sign (if illuminated an electrical permit may be needed)
      - location of the sign on the property and relation to nearby structures
      - distances of the sign(s) from the property line
      - distances of the sign(s) from the right-of-way
      - right-of-way and/or easements
      - No sign may be placed in the right-of-way or easement, without authorization from the Board of Works & Public Safety.)
      - size of the sign
      - height of the sign from the ground to the top of the sign
      - distance of the sign from the ground to the bottom of the sign
      - If required by the Building Dept., a copy of the stress sheets and calculations that shows the structure is designed for dead load and wind pressure in any direction and the amount required by all other applicable provisions of any ordinance of the City of Auburn or Building Codes by the State of Indiana
2. Denial of a Sign Permit:

Any denial of a permit by the Administration of the Department of Building, Planning, & Development for any sign or application for a variance from the Zoning Code shall be made to the Board of Zoning Appeals.

**Note: Additional information may be requested prior to issuing any permits for signs.**