



## Signs – FAQ

All requests for signage shall be accompanied by a completed [sign permit application](#), colored illustration, scaled drawings of building or tenant-occupied frontages, sign dimensions and sign specifications. Building permit applications for permanent wall signs shall include an image or images with sign(s) superimposed on the building face and showing all existing wall signage, if any. Building permit applications for permanent freestanding signs shall include a site plan showing the location, setback, height and sign area of all proposed and existing signage if any, and existing and proposed landscaping and easements, as applicable. Applications for freestanding signs in excess of six (6) feet in height shall be accompanied by an engineered drawing or stamped certificate by a certified engineer attesting to the structural stability of the sign.

For further information, the submittal requirements for a sign permit are located in Municipal Code [Sec. 16-29-50 \(b\)](#).

### ➤ What is the allowable attached wall signage?

*Wall signs should be channel letters mounted flush to the wall with no visible raceway or electrical equipment. Per [Sec 16-29-60](#), (d) Wall signs shall be comprised of individual channel letters. Internally illuminated cabinet signs are permitted for wall or freestanding signs, provided that the cabinet incorporates routed, push-through or molded letters, graphics, panels or similar qualities that provide substantial dimension and interest to the face of the sign. Up to one-third of a sign may be a smooth-faced cabinet. (e) Wall signs shall be mounted onto the wall in such a way that mitigates the visual impacts of electrical raceways, components and conduits.*

### ➤ What is the formula for allowed attached wall signs square footage?

*Wall signs can be 50 sq. ft. plus 1 sq. ft. per lineal foot of building frontage, or tenant lease line, in excess of 50 ft. to a total of 100 sq. ft. per building face. For floor areas greater than 100,000 sq. ft., a maximum of 200 sq. ft. per building face, per [Sec 16-29-90](#).*

➤ **Are canopy signs allowed?**

*A Canopy sign can be up to 25% of the fascia per side, not to exceed 2 per canopy per [Sec. 16-29-90](#).*

➤ **Are there any clearance requirements for projecting signs?**

*Projecting signs will be counted toward maximum allowable wall sign area. Only one per tenant frontage. Cannot extend more than 36" from the building to which they are attached and shall have a clearance of 8 feet from grade level to bottom of sign per [Sec. 16-29-90](#).*

➤ **Are interior window signs regulated and do they require permits?**

*Window signs are allowed without a permit but may not exceed fifty percent of the total window area per building side or per tenant occupied building frontage in a multi-tenant building, per [Sec. 16-29-30](#).*

➤ **Does an awning with lettering copy on it count as an attached sign?**

*Awning signs are permitted in addition to allowance for wall signs. Up to 20% of the area of the shed (slope) portion of awning and 50% of valance, per [Sec. 16-29-90](#).*

➤ **What will the limits be for size and height of freestanding sign as well as setbacks if allowed?**

*Freestanding sign maximum sign area per sign face: 0.5 sq. ft. per 3 linear ft. of street frontage on which the sign is placed to a maximum total of 100 sq. ft. per face. Maximum height is 15 ft per [Sec. 16-29-90](#). Applications for freestanding signs in excess of six (6) feet in height shall be accompanied by an engineered drawing or stamped certificate by a certified engineer attesting to the structural stability of the sign, per [Sec. 16-29-50](#).*

➤ **What allowances are allowed for temporary banners and how long can they remain installed? Will they require permits?**

*Each business or entity with its own exterior public entrance to the building may display one (1) banner per tenant frontage, not to exceed two (2) banners. The maximum banner size shall not exceed fifty (50) square feet where the tenant building frontage is less than one hundred fifty (150) linear feet. Banners up to two hundred (200) square feet are permitted for tenant building frontages in excess of one hundred fifty (150) linear feet. A free banner permit is required, per [Sec. 16-29-130](#). Please apply for the banner permit online under the [Zoning](#) tab.*

➤ **Are coming soon site signs allowed and what are restrictions? Do they require permits?**

*Banners displayed on buildings that will open in the foreseeable future may be allowed as an alternative to a temporary ground sign once a building permit has been issued. One (1) banner per street frontage not to exceed two (2) banners is allowed. Banners shall not exceed fifty (50) square feet in area. However, banners up to two hundred (200) square feet are permitted for tenant building frontages in excess of one hundred fifty (150) linear feet. The applicant may be required to provide documentation to confirm building frontage. Banners must be removed when the business is open to the public. No permit is required for these banners.*

➤ **How long does the sign permit process usually take?**

*All completed applications shall be decided within thirty (30) days of submission, per [Sec. 16-29-50 \(b\)](#).*

➤ **How are sign permit fees calculated?**

*Sign fees are calculated based on project valuation.*

➤ **Is a sign variance process allowed?**

*A variance to sign permit standards is strictly prohibited, per [Sec. 16-26-20](#).*

PLEASE ALSO SEE THE SIGNAGE SECTION OF THE CITY'S [DESIGN GUIDELINES AND STARDARDS FOR ARCHITECTURE AND SITE PLANNING](#)