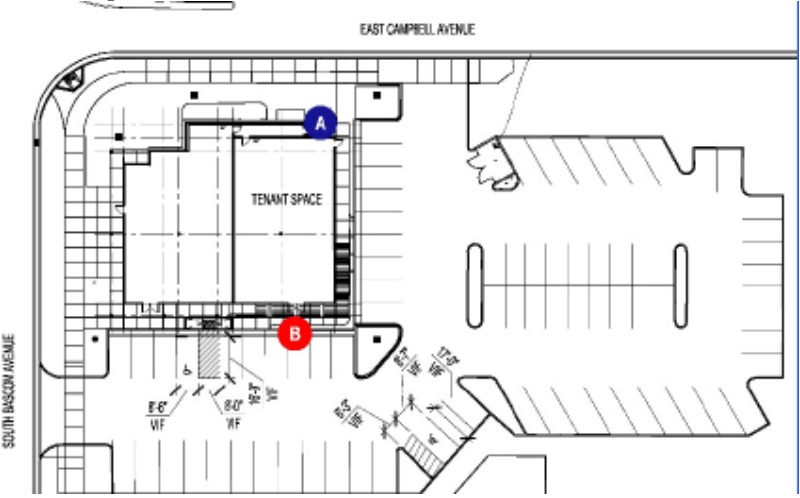


# Sign Permit Checklist

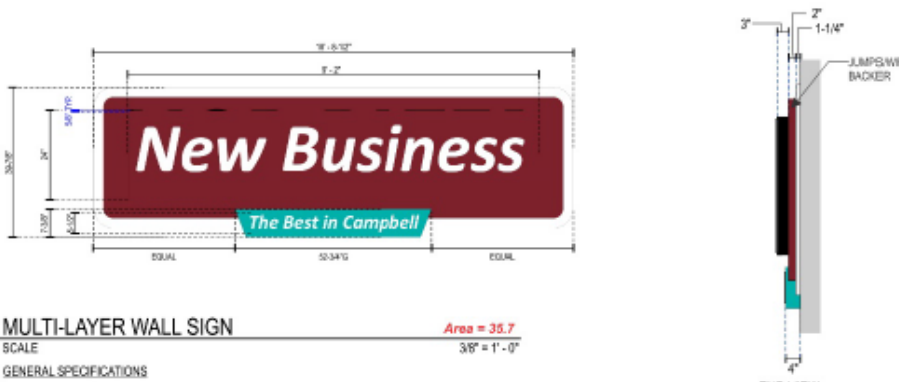
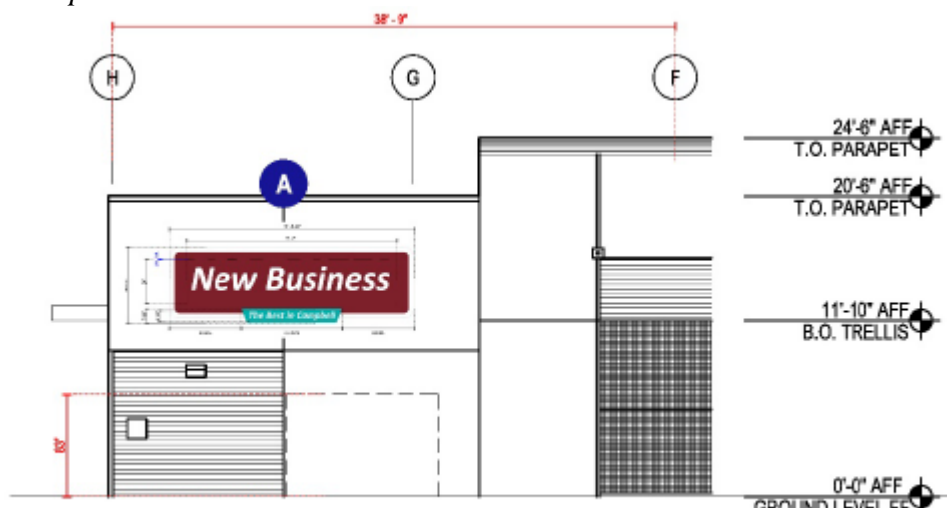
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<https://www.reno.gov/government/departments/development-services/building-permits>

✓	#	<b>Required Application Materials</b>
	1.	<p><b>Submittal Requirements:</b></p> <ul style="list-style-type: none"> <li>• Per NAC 624.240, only a sign contractor may fabricate, install, and erect signs.</li> <li>• A state of Nevada licensed sign contractor with a C-6 classification must assume design responsibility for the sign(s) by signing and providing all required contractor information on the cover page of submittal.</li> <li>• All sheets must be numbered.</li> <li>• Structural calculations, when applicable, must be signed and stamped by a State of Nevada licensed Engineer.</li> <li>• Reserve an area on the plans for City approval stamps (one 2" x 1" box and one 1" by 1" box).</li> </ul>
	2.	<p><b>Coversheet</b></p> <ul style="list-style-type: none"> <li>• The coversheet shall include the project site address, scope of work, tenant or project name, sheet index, legend, and vicinity map.</li> <li>• All applicable codes and design criteria shall be listed on the cover sheet.</li> </ul>
	3.	<p><b>Site Plan</b></p> <ul style="list-style-type: none"> <li>• Please see site plan checklist for general guidelines.</li> <li>• All proposed signs and locations must be identified on the site plan and a legend of all signs must be included.</li> <li>• Site plans shall be to scale. Google Images/Maps will not be accepted.</li> <li>• Include the linear feet of business frontage (wall signs).</li> <li>• Include the linear feet of street frontage (freestanding signs).</li> </ul> <p><i>For example</i></p> 



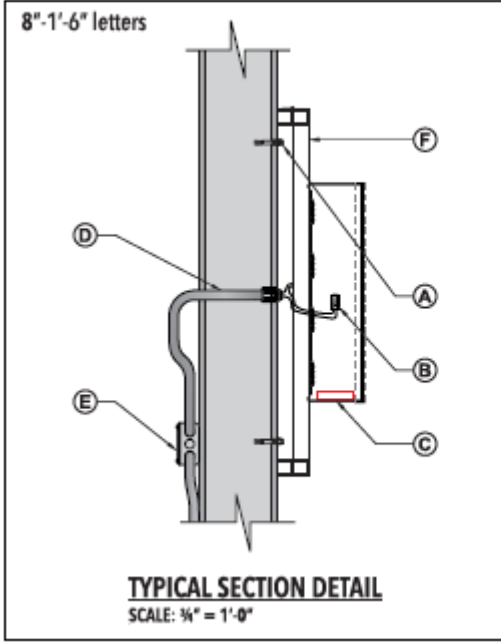
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<p>4.</p>	<p><b>Sign Detail</b></p> <ul style="list-style-type: none"> <li>• Include a scaled color illustration of the proposed sign(s).</li> <li>• Include sign height/length, color, material, and total sign area dimensions.</li> <li>• Include both a cross section and a front view of the sign(s) (wall signs).</li> </ul> <p><i>For example</i></p>  <p><b>A</b> MULTI-LAYER WALL SIGN <span style="float: right;">Area = 35.7</span></p> <p>SCALE <span style="float: right;">3/8" = 1' - 0"</span></p> <p>GENERAL SPECIFICATIONS</p> <p>BACKGROUND PANEL: 1-1/4" DEEP ALUMINUM PAN PANEL PAINTED MFP WHITE ON FACE AND RETURN.          NOTCH BACKER @ BOTTOM TO ACCOMMODATE TAGLINE CABINET.          MOUNT FLUSH TO FASCIA.</p> <p>END VIEW</p>
<p>5.</p>	<p><b>Building Elevations</b></p> <ul style="list-style-type: none"> <li>• Include all dimensions of the sign(s), including sign height/length and letter height/length.</li> <li>• Include all building dimensions, including length of the tenant space, total building length, building height, and parapet height.</li> </ul> <p><i>For example</i></p>  <p><b>A</b> NORTH ELEVATION</p> <p>SCALE <span style="float: right;">1/8" = 1' - 0"</span></p>

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6.	<p><b>Attachment or Mounting Detail</b></p> <ul style="list-style-type: none"> <li>• Include a detail identifying the method of attachment inclusive of material and hardware.</li> <li>• If illuminated, include an electrical detail along with required disconnect.</li> </ul> <p><i>For example</i></p> <div data-bbox="289 604 1291 1243" style="border: 1px solid black; padding: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>8"-1'-6" letters</p>  <p><b>TYPICAL SECTION DETAIL</b> SCALE: 3/8" = 1'-0"</p> </div> <div style="width: 50%; background-color: #cccccc; padding: 5px; text-align: center; font-weight: bold; font-size: 1.2em;">INSTALL</div> </div> <ul style="list-style-type: none"> <li>A. Non-Corrosive Securement Using Appropriate Mounting Hardware Painted to Match Background</li> <li>B. Disconnect Switch at Left End of Raceway</li> <li>C. 1/4"Ø Drain Holes Required in Letter Returns &amp; Retainers w/ Baffles as required.</li> <li>D. 1/2" (MFG) Plastic Pass-Through</li> <li>E. 20 amp 120 V. Circuits Required (Brought to within 6' of sign BY OTHERS)</li> <li>F. Backer Panel</li> </ul> </div>
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