



BUILDING PERMIT APPLICATION-*ELECTRONIC*

City of Reno-Building & Safety Division
Community Development Department
1 E. 1st Street- P.O. BOX 1900 RENO, NV 89505
(775) 334-2063 Email: eplans@reno.gov
www.reno.gov

SIGNS

Record No.: _____

Received By: _____

Date Received: _____

You must have an active ACA account through www.onenv.us in order to submit plans electronically. The applicant will have rights to upload all required documents.

PARCEL NUMBER: _____ ADDRESS: _____ Building/Suite: _____

Business/Tenant Information:

Project/Tenant Name: _____
Business Description: _____ Hours of Operation: _____
Contact Name: _____ Contact Phone: _____ Contact Email: _____
Property Owner: _____ Property Owner Address : _____ Property Owner Phone: _____

General Contractor Information:

Company Name : _____ NV Contractor's Lic. : _____ Classification: _____ City Lic. : _____
Contact Name: _____ Contact Phone: _____ Contact Email: _____

Applicant Information:

Applicant ACA User Name: _____ Applicant Email: _____ Applicant Name: _____

Sign Type : Wall Sign Monument Sign Banner Billboard **Sign Location:** Interior Exterior

Illumination: YES NO **Illumination Type:** _____

Total Project Valuation: _____

Electrical : NEW EXISTING Volts: _____ Amps: _____

Number of New Signs: _____ Number of Existing Signs: _____

Square Footage of New Wall Signs: _____ Total Square Footage of all Wall Signs: _____

Square Footage of New Freestanding Signs: _____ Square Footage of all Freestanding Signs: _____

Number of signs to be removed: _____ Square footage of signs to be removed: _____

Sign Face Material: _____ Sign Thickness: _____ Freestanding sign height: _____

Linear Feet of Business Frontage: _____ Business Gross Floor Area: _____

Plan Requirements:

The Information provided on the Plans should include:

- 1) A site plan indicating in detail the proposed location (s) of the sign (s).
- 2) A representation to scale of the height, width, depth of the sign with all copy to be displayed on sign.
- 3) Site plans which show the distance from pole/monument signs to adjacent driveways and lot lines.
- 4) Detail method of attachment.
- 5) An electrical load including the voltage and amperage.

Note: It is the responsibility of the applicant to provide all applicable information upon submittal of each sign permit. Failure to accurately provide the above information as it applies to this application may delay the processing and approval of the permit.

Applicant Signature: _____ Applicant Name (Printed): _____