

# City of Watertown

## Permanent Sign Permit Application Checklist and Procedure

### Instructions to Sign Permit Applicants

Complete green general building permit application form. Attach following information:

- Scaled detailed drawing of the proposed signage, including support structures, include description of materials, lettering, colors, illumination, support systems (Faxed copies not permitted)
- If the applicant does not own the parcel, the applicant must submit written consent from the property owner.
- A separate electrical permit may be required

#### Freestanding Signs

- A certified survey, showing the proposed setbacks.
- Cross section showing detail, including footings

#### Building Signs

- Scaled building elevation showing location of the signage.
- Cross section showing detail of how sign will be attached (building anchors, raceway, etc.)
- Building sign plan if signage is proposed for a building with more than one use.

City Staff will review the sign proposal for zoning approval, then forward the permit application to the City Building inspector. Please contact Paul Waldron and Associates, 952-442-7520 with any questions regarding the building code.

City Staff will phone you when the sign permit is ready to be picked up, typically in about 7-10 business days.