

Monument Sign Quote Checklist

Prepare the information BlinkSigns needs to build a clearer, scope-aware monument sign estimate.

How to use this checklist: Complete the sections that apply to your project before requesting a monument sign estimate. The more details you provide upfront, the easier it is to identify material, foundation, permitting, electrical, installation, and site-restoration variables before fabrication begins.

Monument sign pricing depends on more than the visible sign face. Materials, foundation requirements, site preparation, illumination, electrical access, permitting, engineering documentation where required, installation access, and long-term maintenance planning can all affect the final project estimate.

1. BUSINESS AND PROJECT BASICS

- Business or property name
- Primary contact name, phone number, and email address
- Property address and city or municipality
- Business type or property type, such as retail, healthcare, self-storage, campus, school, church, office park, or hospitality
- Single-property project
- Multi-location or portfolio project
- New monument sign, renovation, refacing, retrofit, or replacement
- Target installation deadline or opening date

2. PROPERTY AND SITE INFORMATION

- Property photos from the road, driveway entrance, and ground-level approach
- Close-up photos of the desired sign area
- Site plan, property survey, or landscape plan if available
- Desired sign location on the property
- Approximate sign width and height if known
- Setback, visibility, or placement restrictions if known
- Nearby sidewalks, driveways, parking areas, landscaping, irrigation, or utilities
- Known site access limitations for lifts, cranes, excavation, or delivery vehicles

3. SIGN TYPE AND MATERIAL PREFERENCES

- Post and panel monument sign
- Aluminum cabinet monument sign
- Brick or masonry monument sign
- Stone veneer, stucco, or architectural finish
- HDU foam-core or faux masonry style
- Illuminated monument sign
- LED or digital monument sign
- Multi-tenant monument sign with changeable panels
- Not sure, need material and design recommendation

4. BRAND, DESIGN, AND TENANT DETAILS

- Logo files, preferably vector format such as AI, EPS, or SVG
- Brand colors and typography details
- Brand guidelines or franchise signage standards if available
- Desired architectural style or reference images
- Single-tenant sign layout
- Multi-tenant sign layout with panel count
- Tenant names, logos, and hierarchy requirements
- Need future tenant panel updates to be easy to service

5. ILLUMINATION AND ELECTRICAL ACCESS

- Non-illuminated sign preferred
- Externally illuminated sign preferred, such as ground lights or architectural fixtures
- Internally illuminated cabinet or face preferred
- LED or digital display being considered
- Existing electrical access near the proposed sign location
- Electrical access unknown
- Trenching or conduit may be required
- Electrical panel location known
- Brightness, animation, or message-change rules may apply locally

6. FOUNDATION, SITE WORK, AND INSTALLATION CONDITIONS

- New foundation or footing may be required
- Existing monument sign foundation may be reused, pending review
- Soil, drainage, slope, or freeze-thaw conditions may affect installation
- Underground utilities, irrigation, or communication lines may be near the sign location
- Landscaping removal or restoration may be needed
- Concrete, mulch, planting, or surface repair may be needed after installation
- Crane, lift, excavation equipment, or traffic control may be required
- After-hours or weekend installation may be required

7. PERMITS, ZONING, AND APPROVALS

- Local sign permit requirements known
- Building permit or structural review may apply, depending on jurisdiction and scope
- Electrical permit or electrical review may apply for illuminated signs
- Landlord or property manager approval required
- Development district, shopping center, or campus sign criteria available
- Height, area, setback, or visibility restrictions known
- Engineering documentation may be required for certain size or area thresholds
- Permit status not started, need guidance

8. EXISTING SIGN, RENOVATION, OR REPLACEMENT DETAILS

- Existing monument sign photos attached
- Existing structure appears sound, needs refacing only
- Existing sign face, tenant panels, or vinyl need replacement
- Existing lighting needs LED retrofit or repair
- Existing masonry, cabinet, or base needs repair
- Full removal and replacement may be needed
- Existing foundation condition unknown
- Need site survey to decide between renovation and replacement

9. MULTI-LOCATION OR PORTFOLIO PROJECT DETAILS

- Number of locations included in the project
- Locations are in one municipality or state
- Locations are across multiple municipalities or states
- Same design standard needed across all locations
- Location-specific material or foundation adaptations expected
- Centralized project tracking needed
- Permitting coordination needed across jurisdictions
- National installer coordination needed

10. QUOTE COMPARISON QUESTIONS

- Does the quote include site survey and field measurements?
- Are sign dimensions, materials, and finish specifications clearly stated?
- Are foundation assumptions stated explicitly?
- Is electrical scope included, excluded, or itemized separately?
- Are sign permit, electrical permit, or related filing fees included?
- Is engineering documentation included where required?
- Are installation labor, equipment, and access requirements included?
- Is landscaping or site restoration included or excluded?
- Is existing sign removal or foundation removal included if needed?
- Are warranty, maintenance, refacing, and future service terms explained?
- What conditions could change the project estimate after approval?

PRICING AND COMPLIANCE NOTE

The information in this checklist is for project planning only. Final monument sign estimates depend on project scope, sign type, material selection, foundation requirements, soil and site conditions, illumination, electrical access, permitting requirements, engineering documentation where required, landlord or property manager approvals, installation access, site restoration, and local authority review. Requirements vary by municipality, zoning district, property type, and authority having jurisdiction.

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