

Commercial Sign Permit Prep Checklist

Use this checklist to gather the property, sign, approval, electrical, and timeline details that can help prepare a commercial sign permit estimate. It is designed for buyer preparation only and does not replace jurisdiction-specific review.

1. Property Details

Field	Buyer Notes
Property address	
Jurisdiction, if known	
Property type	☐ Retail storefront ☐ Restaurant or cafe ☐ Office building ☐ Medical / healthcare facility ☐ School or campus ☐ Industrial / service facility ☐ Hotel / hospitality property ☐ Shopping center / multi-tenant ☐ Other: _____
Owned or leased	☐ Owned ☐ Leased
Landlord or property manager contact	

2. Landlord & Property Criteria

☐ Landlord sign criteria available	☐ Not applicable
☐ Landlord approval requested	☐ Landlord approval granted
☐ Landlord approval pending	☐ Landlord approval not started

3. Sign Type

☐ Channel letters	☐ Cabinet sign	☐ Temporary sign
☐ Monument sign	☐ Pylon sign	☐ Interior sign
☐ Blade sign or projecting sign	☐ Awning or canopy sign	Other: _____
☐ Window sign or window graphics	☐ Digital sign or LED display	Not sure: _____

4. Sign Category & Illumination

Category Item	Details
Placement Category	☐ Wall ☐ Ground or freestanding ☐ Window ☐ Blade or projecting location ☐ Awning/canopy ☐ Vehicle ☐ Interior
Is the sign illuminated?	☐ Yes ☐ No ☐ Unknown
Illumination type, if known	☐ LED ☐ Neon / Neon-style ☐ Fluorescent legacy ☐ External lighting ☐ Not sure
Electrical access	☐ Power near sign location ☐ Separate electrical work needed ☐ Unknown

5. Dimensions & Engineering Status

Engineering Field	Details
Sign Dimensions	Width: ____ ft Height: ____ ft Depth: ____ in Square footage: ____ sq ft
Mounting Height	Height to bottom of sign: ____ ft
Engineering Status	☐ Engineering drawings available ☐ Engineered calculations available ☐ Sealed plans required by city ☐ Status unknown

6. Existing Sign & Removal Needs

☐ Existing sign on site	☐ Removal & disposal needed
☐ Remove & replace	☐ Face replacement only
☐ Reuse existing structure	☐ Photos of existing sign available

7. Historic District & Special Rules

☐ Historic district or landmark zone	☐ Design review area
☐ Known sign restrictions	☐ Restrictions unknown
Zoning district, if known: _____	Known restrictions: _____

8. Permit & Documentation Status

☐ Permit application started	☐ Permit not started
☐ Sign drawings available	☐ Site plans available
☐ Building elevations available	☐ Electrical access known
☐ Qualified electrical professional involved	☐ Documentation status unknown

9. Timeline & Project Scale

Target completion or opening date: _____	Number of sites: _____
☐ Single location	☐ Multi-location rollout
☐ Grand opening deadline	☐ Lease start deadline
☐ Rebrand deadline	☐ Campaign launch deadline
Deadline notes: _____	Other timeline requirement: _____

Public Disclaimer: This checklist is for estimate preparation only. It does not replace jurisdiction-specific code review, legal advice, permit review, landlord review, electrical review, engineering review where applicable, historic district review, or a confirmed project quote. Final permit requirements, pricing, documentation, review timelines, approval outcomes, inspection requirements, and project conditions depend on the authority having jurisdiction, local code, property rules, sign type, sign size, illumination, installation location, and approved specifications.