

Sign Permit Scope Comparison Worksheet

Use this worksheet to compare government permit fees, permit support, documentation, revisions, inspections, and variance-related items across quotes. Keep the quote questions in this format during buyer review.

Anchor Table: Permit Fees vs Permit Support Costs

Cost Category	What It Means	Buyer Note	Included?
Government permit fee	Fee charged by the city, county, municipality, or authority having jurisdiction.	Usually varies by location, sign size, sign type, valuation, illumination, or review category.	☐ Yes ☐ No ☐ Passthrough
Permit support	Project-support work to prepare and organize permit documents.	May include applications, drawings, forms, and review communication.	☐ Yes ☐ No ☐ TBD
Drawing or documentation cost	Required sign drawings, site plans, elevations, sign details, or related documentation.	More complex signs may require more documentation.	☐ Yes ☐ No ☐ TBD
Engineering review where required	Project-specific structural or electrical review required by code, landlord, or authority.	Depends on sign type, height, size, projection, weight, and local rules.	☐ Included ☐ Excluded ☐ TBD
Revision or resubmission support	Updates needed if the reviewing authority requests changes.	May affect both cost and timeline.	☐ Included ☐ Excluded ☐ TBD
Inspection coordination	Field support, photo documentation, or on-site meeting required for final permit sign-off.	Varies by jurisdiction.	☐ Included ☐ Excluded ☐ TBD
Variance or special review support	Preparation for cases where a sign does not fit standard code.	Involves public notice, hearings, or additional review steps.	☐ Included ☐ Excluded ☐ N/A

Buyer Questions for Permit Scope Review

Buyer Question	Quote A	Quote B	Quote C	Notes
Are government permit fees included in the quote or handled as pass-through?	☐	☐	☐	
Is permit support labor included?	☐	☐	☐	
Are revisions included if local review requests changes?	☐	☐	☐	
Is landlord approval included?	☐	☐	☐	
Is engineering review included where required?	☐	☐	☐	
Are electrical permits included?	☐	☐	☐	
Are inspection fees included?	☐	☐	☐	
Are variance or appeal fees included?	☐	☐	☐	
Are variance fees refundable if denied?	☐	☐	☐	
Are resubmission fees included?	☐	☐	☐	
Are surveys or site plans included?	☐	☐	☐	
Are historic review documents included?	☐	☐	☐	
Are multi-location filings included?	☐	☐	☐	

Buyer Preparation Resource: Permit requirements, fee structures, and review processes vary by jurisdiction and sign specifications. Final scope depends on local code and the authority having jurisdiction.