

Commercial Sign Installation Quote Prep Checklist

Use this checklist to gather property, sign, access, electrical, removal, and timeline details before requesting an installation estimate. This public-facing resource helps buyers prepare for an efficient scope discussion.

1. Property details

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

2. Sign type and project type

Sign Type	Project Type
☐ Channel letters	☐ New installation
☐ Cabinet sign	☐ Replacement installation
☐ Monument sign	☐ Old sign removal only
☐ Pylon sign	☐ Remove and replace
☐ Blade sign	☐ Repair or service
☐ ADA signs	☐ LED retrofit
☐ Lobby sign	☐ Face replacement
☐ Window graphics	☐ Graphic replacement
☐ Wall graphics	☐ Sign relocation
☐ Vehicle graphics	☐ Multi-location rollout
☐ Directional or wayfinding Signs	☐ Not sure, needs assessment
☐ Other: _____	

3. Installation environment, size, and mounting surface

Installation environment	Size and height	Mounting surface
☐ Interior	Estimated Dimensions:	☐ Brick
☐ Exterior	Width: _____ ft	☐ Concrete or CMU
☐ Both interior & exterior	Height: _____ ft	☐ EIFS or Dryvit
☐ Vehicle	Depth: _____ in	☐ Metal panels
☐ Glass or window surface	Weight (if known): _____ lbs	☐ Wood-framed wall
☐ Ground or freestanding	Mounting Height:	☐ Interior drywall
☐ Unknown	From ground/floor: _____ ft	☐ Tile, stone, or feature wall
		☐ Ground / Landscape area
		☐ Vehicle surface
		☐ Unknown

4. Illumination and electrical access

Question	Buyer response
Is the sign illuminated?	☐ Yes ☐ No ☐ Unknown
Illumination type, if known	☐ LED ☐ Neon ☐ LED neon-style ☐ Fluorescent legacy system ☐ External lighting ☐ Not sure
Is suitable electrical access available near the sign location?	☐ Yes ☐ No ☐ Unknown
Is a qualified electrical professional already involved?	☐ Yes ☐ No ☐ Not sure

5. Existing sign and removal needs

Question	Buyer response
Is there an existing sign at the installation location?	☐ Yes ☐ No ☐ Unknown
If yes, what is needed?	☐ Remove only ☐ Remove and dispose ☐ Remove and replace ☐ Reuse existing structure ☐ Replace sign face only ☐ Retrofit lighting ☐ Not sure
Are photos of the existing sign available?	☐ Yes ☐ No
Is wall repair, patching, sealing, or repainting expected?	☐ Yes ☐ No ☐ Unknown

6. Site access constraints

Check any conditions present near the installation area.

Access condition	Present?
Public sidewalk	☐ Yes ☐ No ☐ Unknown
Drive-thru lane or active parking lot	☐ Yes ☐ No ☐ Unknown
Storefront entrance, patio, or customer area	☐ Yes ☐ No ☐ Unknown
Landscaping, irrigation, canopy, awning, or overhang	☐ Yes ☐ No ☐ Unknown
Overhead utility lines or restricted access	☐ Yes ☐ No ☐ Unknown
Sloped or uneven ground	☐ Yes ☐ No ☐ Unknown
Finished lobby or occupied office space	☐ Yes ☐ No ☐ Unknown

7. Permits, approvals, and property requirements

Question	Buyer response
Is a sign permit required?	☐ Yes ☐ No ☐ Unknown
Has the permit process started?	☐ Yes ☐ No ☐ Not applicable
Do you have landlord sign criteria?	☐ Yes ☐ No ☐ Not applicable
Is the property in a historic district or special design zone?	☐ Yes ☐ No ☐ Unknown
Are there installation hour restrictions from the landlord or property manager?	☐ Yes ☐ No ☐ Unknown

8. Scheduling and rollout details

Field	Buyer response
Target installation date or opening date	_____
Preferred installation window	☐ Business hours ☐ After hours ☐ Weekend ☐ Flexible ☐ Not sure
Project scale	☐ Single location ☐ Multi-location rollout
If multi-location, number of sites	_____
Fixed deadline constraints, such as grand opening, rebrand date, lease start, or campaign launch	☐ Yes ☐ No If yes, describe: _____

**** Public disclaimer ****

This checklist is for estimate preparation only. It does not replace site-specific review, permit review, landlord review, electrical review, engineering review where applicable, or a confirmed project quote. Final installation pricing and project requirements depend on confirmed sign type, scope, site conditions, mounting surface, electrical access, permit requirements, installation height, access restrictions, removal needs, local code, landlord criteria, and approved specifications.

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