

**CUSTOMER ASSISTANCE GUIDE
PERMIT APPLICATION SUBMITTAL REQUIREMENTS**

SIGNS

- Please read all of the following information.
- The following is a check list. You must have a “checkmark” in all the sections listed below prior submitting your application.

___ “Affidavit of Exemption” (See attached form). If you are hiring a contractor to construct your structure, and they have workers’ compensation, have the contractor or their insurance carrier provided us with a “Certificate of Insurance” showing proof of such. If the homeowner or a contractor without workers’ compensation is constructing the structure, the attached form must be completed and notarized.

___ 3 (three) complete sets of sealed drawings that show the design and construction including all material, loads and stresses.

___ Drawings must be in compliance with 2015 IBC Appendix H (attached).

___ Site plan showing placement of sign on lot and or building.

___ Support structure or attachment of sign.

___ Type of lighting.

___ Electrical wiring method, size, type and location including disconnects required. (Reference NEC Article 600)

___ Height of sign from grade.

___ Workers compensation insurance certificate or an affidavit of exemptions.

___ Completed permit application.

BIU will review plans submitted to determine code compliance. If the minimum submittal requirements are not met, we will ask the applicant to supply additional information. If the minimum requirements are met, the plans will be marked “approved”. A permit will be issued and the applicant will be notified of the inspection fees and when they can pick-up the permit at the Municipal Building. All fees shall be paid prior to the issuance of the permit. Then use the inspection procedures provided to have all of the required inspections performed.