

SUBJECT: Sign Permit – Application, Review, and Processing

EFFECTIVE DATE: December 2003, Revised 2-2004, Revised 10-2004, Reviewed 06-2005, no changes, Revised 10-2006, Revised 5-10, Revised 3-2016

POLICY NUMBER: PL - 003

SEE ALSO:

POLICY SUMMARY

Forms Used

- **BLF 51** Sign Permit Application
- **BLF-83** Inventory of Existing Signs
- **BLF-85** Sign Permit Submittal Procedure

Procedures

- DS Administrative Staff will receive sign permit applications, and perform a cursory review to confirm that basic submittal requirements are met (shop drawings, site plan, and application).
- Enter contractor's license number on form by sign contractor's name and verify type and status of license.
- If there will be electrical work associated with this sign permit DS Administrative Staff person shall complete an electrical permit and enter that into the database as a separate permit.
- DS Administrative Staff will create the project/permit in permit database system.
- DS Administrative Staff will place the application and supporting documentation with the address file in the appropriate inbox of the Planning staff person performing the review.
- Planning staff shall review the permit application as follows:
 1. Verify that a complete application was submitted.
 2. Verify that there is a site plan drawn to scale showing the exact location of the sign. Confirm that the sign will not be located in the right of way. Determine if a survey will be necessary to confirm this.
 3. Verify that the shop drawings are adequate and show all details necessary to confirm code compliance.
 4. Confirm that the sign installer is a licensed sign contractor.
 5. Confirm that the electrical contractor (if applicable) is licensed.
- When permit is approved and all data entered in the permit database, the staff person who performed the review will take the approved permit, documentation and address file (all clipped together) to the front work area, Permit Tech I desk.
- If a sign permit is denied, you may initially notify applicant by phone, but you should also send written notification. Email notification is also appropriate for written notification.
- Administrative Staff shall notify applicant that permit is approved and ready to issue.
- Once issued, administrative staff shall make copies for appropriate distribution.

Sign Permit Guidelines

- Permit not required for replacement only of the existing face of the sign. (does not include changing the cabinet or expanding the sign face dimensions).
- **All** signs shall require installation by a licensed sign contractor.
- Per local ordinance, a licensed Class A, B, or C contractor is allowed to install signage, including pole signs, as well as a licensed specialty sign contractor/installer.
- Fees: See currently adopted City of Salina Comprehensive Fee Schedule. Reviewer calculates the fee and enters it in the appropriate data field in the permit database.
- Goal turn around for permit to be processed, which is the time from the date of application to the date of approval (or denial) is 3 working days. Some permit applications require more staff time and more follow up in the plan review process, but most permits can be processed within this time frame, if the submittal is complete and contains all required details to perform a complete review.

BL - 052, Rev. 3-2016