# General Business Awnings and Window Sign Requirements

All signs except temporary 30-day promotion signs require a permit.

Submittal Requirements: storefront elevation showing sign locations, sign details showing: colors, dimensions, specifications and canvas awning fabric sample.

Awning Sign: valance front side of awning only - allowed text: store name, logo, generic list of product/services offered, and address.

## Awnings

### No Signs Allowed on Angled Side of Awnings

Awnings may not be illuminated.

### Awnings - Valance

<table>
<thead>
<tr>
<th>Village</th>
<th>Sweet</th>
<th>Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td>123</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Windows Signs

Permit required.

Allowed text: store name, logo, generic list of products, address, website. 5-105-D-1-(d)

Maximum total size: (Front length of store x 1.5) x .30; assumes no overhanging blade sign or wall sign. With wall sign or blade sign maximum size is (front length of store x 1.5) x .15.

## Temporary Window Signs

No permit required.

Signs are allowed to be up a maximum of 30 days. Maximum for temporary signs is 30% of individual window unit area. 5-105-I-3-(d)-(iii)

Temporary window signs must relate to a special sale, promotion, or event at the business location. 5-105-F-17

Both temporary and permanent window signs may not occupy more than 50% of an individual window area. 5-105-E-6

## Door Signage

Maximum information sign: 2 sq. ft. with store name, logo, generic products sold, address, phone number, business hours, website, Visa/Mastercard logos. 5-105-I-3-(d)-(ii)

## Illuminated Window Signs

Illuminated window signs are not permitted.

Address is required on front of building.

The depth of a new awning must match the depth of existing awnings on the same building.

The minimum clearance height of the bottom edge of an awning is 7 foot.

11-2015BZ
SIGN PERMIT APPLICATION

ONE APPLICATION FOR EACH SIGN, TWO COPIES OF PLANS AT ½” OR ¼” SCALE AND REDUCED 8½” X 11”
PLAN MUST SHOW SIGN DETAIL AND STORE ELEVATION WITH SIGN LOCATION

Contractor Name: .................................................................
Contractor Address: ............................................................
Contractor Telephone: ..........................................................
Today’s Date: .................................................................
Business Name on Sign: ............................................................
Business Owner Telephone: ....................................................
Address: .................................................................

SIGN TYPE:
Wall Sign: .................................................................
Window Sign: .................................................................
Other: .................................................................

Length of Street: .................................................................
Frontage of Store: .................................................................

IS IT ILLUMINATED? YES NO
If yes, you must certify in writing that sign is under 75 foot candles as measured at sign face.

Sign Size Dimensions: ____________________ Feet by ____________________ Feet

COLORS:
Background: .................................................................
Letters: .................................................................
Sign Box Color: .................................................................

SIGN SIZE RESTRICTIONS AND FORMULAS

Wall sign maximum: Store frontage on sidewalk x 1.5 = ______________ maximum square foot
Awning Sign (with no wall sign): Same as wall sign
Window Sign (with no wall sign): Wall sign maximum x .30 = ______________ maximum sign square footage
Window Sign (with a wall sign): Wall sign maximum x .15 = ______________ maximum sign square footage

CD-2015