

## **Sign Application Guidelines**

1. Completed permit application.
2. Sign contractor information.
3. Electrical contractor information (if sign is illuminated).
4. Two (2) complete sets (at ¼” scale) of drawings to include –
  - a. Wall sign = drawing of sign to include sign dimensions, elevation of building, and electrical diagram (if illuminated).
  - b. Re-face existing wall sign = drawing of new sign to include sign dimensions, drawing of old sign to include sign dimensions, elevation of building, and electrical diagram (if illuminated).
  - c. Pole sign or low profile/monument sign = drawing of sign to include sign dimensions, official site plan showing distance from easements, rights-of-way, etc., and electrical diagram (if illuminated).
  - d. Re-face existing pole sign or low profile/monument sign = drawing of new sign to include sign dimensions, drawing of old sign to include sign dimensions, and electrical diagram (if illuminated).
5. All contractors must be currently registered with the City of Lewisville prior to any permits being issued.