



CITY OF CORINTH

Sign Building Permit Checklist

Project Name: [Click or tap here to enter text.](#)

GENERAL INFORMATION

- 1) See **Section 4.01.05. Sign Building Permit Application** of the Unified Development Code for more information on the sign permitting process.
- 2) All required materials shall be submitted in electronic format (Adobe PDF), unless specifically instructed otherwise.

APPLICATION CHECKLIST

Item	Applicant	Staff
Checklist is to be submitted through the City Electronic Permitting System as an attachment to the Sign Permit Application in PDF format		
General plan that illustrates:		
Location of the building, structure, or tract to which or upon which the sign is to be attached	<input type="checkbox"/>	<input type="checkbox"/>
Position of the sign in relation to right-of-way, easements, buildings, structures, existing signs, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Drawing of the sign that illustrates the height, length, width, and all other dimensions associated with the sign	<input type="checkbox"/>	<input type="checkbox"/>
Letter from the owner of the property stating that the applicant has permission to erect such sign(s)	<input type="checkbox"/>	<input type="checkbox"/>
Proof that all electrical components of signage installation comply with the electrical code in effect at the time of application	<input type="checkbox"/>	<input type="checkbox"/>
Proof of compliance with the applicable building codes (i.e., building, plumbing, foundation, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

Applicant's Signature

Date