



Portal Entry for a Sign Permit

Step 1 Permit Application – Description and Type

1. Application Type – Select **Sign** from the drop down menu
2. Please categorize the Nature of the work being done is **New**
3. Describe Work – **A detailed description of how many signs and type and the business name**

Application Details

4. Building Use – **Auto fills**
5. Model – Leave blank
6. Subdivision – Leave blank
7. Phase – Leave blank
8. Filing – Leave blank
9. Number of Stories – Leave blank
10. Number of Units – Leave blank
11. Total Sq. Ft. - **enter total sq. ft. for the signs**
12. Basement Finish - Leave blank

Sign

13. Type of Work SN – Choose from Banner, Monument, Pole, Temp Sign, Wall

Owner Builder

Is the property owner doing work: select **No** from the drop down.

Next Step

Step 2 Work Items

1. Electrical Permit – check Electrical (Commercial)
2. Building Permit – choose ONE type of sign.

Next Step

Step 3 Description of Work

1. Electrical Permit – enter the dollar valuation for the electrician (labor and material)
2. Building Permit – enter the square footage; enter the labor cost and material cost

Next Step

Step 4 Location of Work Being Done

1. Enter the street address for the project

Next Step



Step 5 Contacts

1. The applicant will auto populate using your registration information.
2. Click the Add Business/Contact from address book hyperlink to add a Building Contractor, which is also your company name. Select the name from the address book. **DO NOT USE THE ADD NEW CONTACT LINK.**
NOTE: If you are applying as a contractor you still need to add your company as the Building Contractor even if you are already listed as the Applicant.
3. Repeat the process above to add the Electrical Contractors unless you are doing the re-hook yourself.

Next Step

Step 6 Upload Files

1. Please combine all construction plans and a building key plan into a single PDF and upload using the Construction Plans submittal section. You do not have to upload the application unless it contains information that has not been included in the online application.
2. Next Step (Since not all sections of the Submittal were used you will receive a reminder telling you that not all documents have been uploaded. Select the OK button.)

Step 8 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the “Do you agree?” drop down box
3. Complete the Captcha.
4. Submit application

This completes the submittal process.