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Building Inspection
Policy & Procedure
No. 101

P&P 101

Adopted: October 14, 1994
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PERMITS FOR SIGNS

Question:

When are permits required for signs?

Background:

This Policy & Procedure is written to bring the existing Procedure No. 94-5 into the current format. Procedure No. 94-5 states:

“Permits are required for free-standing signs or signs which project from the building. Signs attached flush to the building, posted on fence posts, or political signs placed in the yard do not require permits.”

“Flush, as defined by the Building Official means: ‘A sign that is directly attached to the face of the structure and does not exceed 12 inches in thickness’”

Ruling:

A building permit will not be required for signs that are attached directly to the face of a structure when the sign does not project more than 12 inches from the face of the building.

Any land-use or zoning requirements must still be met.