



**CARSON CITY
PUBLIC WORKS
PLANNING DIVISION
SIGN PERMIT
APPLICATION**

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|----------------------------|
| Submittal Date: |
| Permit Number: |
| Application Type/Initials: |
| Bin Number: |
| Zoning: |

| | | |
|---------------------|-------------------------|-----------|
| Assessor's Parcel # | Jobsite Street Address: | Valuation |
|---------------------|-------------------------|-----------|

Proposed Construction Description:

| | | | | |
|--------------|-----------------|-------|---------------|----------------------------|
| Owner | Owner's Name | | Business Name | |
| | Mailing Address | | | Phone Number |
| | City | State | Zip Code | Business Owner's Signature |

| | | | | |
|-------------------|-------------------|-------|----------------------------|--------------|
| Contractor | Contractor's Name | | Nevada License #/Limit Amt | Phone Number |
| | Mailing Address | | | Fax Number |
| | City | State | Zip Code | |

| | | | | |
|------------------|-----------------|-------|---------------|---------------|
| Contact * | Contact Name | | Title/Company | |
| | Mailing Address | | Phone Number | Fax Number |
| | City | State | Zip Code | Email Address |

| | | | | | | | | | |
|------------------|------------------|------------------|------------|-------------------------------|------------------|-----------------------------|-----------------|-----------------------------|-------------------|
| Check One | <i>Use Type:</i> | Commercial | Industrial | <i>Installation Category:</i> | Remodel Existing | Check All That Apply | Reg. Sign | Downtown Mixed Use District | Special Plan Area |
| | Residential | Shopping Ctr | Civic | | New Signage | | Add To Existing | Special Use | |
| | Multi-Family | Master Sign Plan | Other | Replace Existing | Other | | Master Sign | Freeway Corr. | Historic |

I will save, indemnify, and keep harmless CARSON CITY, its officers, employees, and agents against all liabilities, judgments costs, and expenses which may accrue against them in consequence of the granting of this permit, inspections, or use of any on-site or off-site improvements placed by virtue hereof, and will in all things strictly comply with all applicable rules, ordinances, and laws
Signature constitutes an attestation by the owner that application complies with all covenants, conditions, and restrictions

Applicant's Signature _____ Date: _____

OFFICE USE ONLY

| | | | | | | |
|------------------------|-----------------------------|------------------------|--------------------|-----------------|--|--|
| OFFICE USE ONLY | BUILDING PERMIT FEES | | | TRACKING | | |
| | Receipt Number: | Plan Check Fee: | Building | Date: | | |
| | Received By: | Permit Fee: | Engineering | Date: | | |
| | Other Fees: | TOTAL FEES DUE: | Planning | Date: | | |

* The contact person listed on the permit will be the person addressed on all correspondence and phone calls.



Carson City Planning Division

108 E. Proctor St.
Carson City, NV 89701
(775)887-2180

Lee Plemel, Planning Director

SIGN PERMIT SUBMITTAL REQUIREMENTS

General Information:

- Signs shall comply with International Building Code, Appendix H
- A minimum sign plan submittal shall include the following items; incomplete plan submittals will not be accepted:
 - Three (03) **complete sets of plans** (2 copies and 1 original color rendition of proposed sign)
 - Two (02) **sets of Structural Calculations** wet stamped and sealed (Free-standing signs only)
- Plans shall be on **11" x 17" or larger** paper sizes, and all design sheets within the plan set should be the same size. The plans shall be designed to comply with applicable minimum approved scale. In addition, the plan cover sheet shall allow enough space on the cover sheet to allow staff to insert the necessary approvals, which translate to a blank area roughly 4" x 8 ½".
- Plans **shall be photocopies, or original blue or black ink drawings**. The use of colored ink, other than blue or black, or the use of colored ink beyond that which is used for licensing seals and/or original signatures on plan sets, would constitute grounds for an automatic rejection of the application. Plans with original pencil drawings or notes, will also be rejected.

Note: When allowed by the Plans Examiner, the designer may make handwritten corrections to plan submittals, using an ink color other than red. Only Carson City Development Services staff may use red ink for comments on plans.

- Plans shall be fully dimensioned, and drawn to an **approved architectural scale 1/4"=1'-0" minimum**. Interior elevations or details may use 1/2"=1'-0" or greater scale. The scale shall be indicated on each page, and separate detail or elevation.
- Site plans shall be fully dimensioned and drawn to one of the following **approved engineering scales: 1"=10', 1"=20' & 1"=30'**
- **Plans prepared by a Nevada licensed Sign Contractor** shall have the following information printed in a block labeled "Designer" on the Cover Sheet of the plan set:
 - Business Name
 - Business Address
 - Bid Limit
 - License Classification Type
 - License Number
 - License Expiration Date
 - Name of Qualified Employee, with an original signature

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- **Plans prepared by a Nevada licensed Registered Design Professional** (Architect, Residential Designer, or Engineer) shall comply with the applicable Nevada Administrative Code (NAC) for their licensure.

Sheets That Constitute A Complete Plan Set:

Plans and specifications shall be of sufficient quality to clearly indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the technical codes and all relevant laws, ordinances, rules and regulations. The following information shall be incorporated on the plans as outlined below; some items may not be applicable to your specific project:

- **Site Plan**
 - Provide North Arrow
 - Site plan shall be drawn to an approved engineering scale (1"=10', 1"=20' & 1"=30'). Indicate on the Site Plan the approved engineering scale used.
 - Provide APN (Assessor Parcel Number) and address of proposed project.
 - Show easements (free-standing signs only)
 - Provide dimensioned setback lines between the proposed construction and the property lines
 - Indicate the street name(s) that border the property
 - Show location of sign on building
 - Show connection power source
- **Elevations of Sign**
 - Show distance from ground to bottom of sign
 - Show distance that a roof-mounted sign extends over roof line
 - Show method that sign is attached to structure (size of bolts, bracing, etc.)
 - Show location, size, total square footage, and elevation of all proposed signs on lot or structures.
 - Show footing detail and addressing of sign (freestanding signs only)
 - Show location, size, total square footage, and elevation of all existing signs on lot or structure
 - Show colors proposed
 - Show materials proposed to construct sign

Policies & Procedures:

- Plan Review time frames differ depending on the complexity of the project. Please refrain from contacting the assigned Plans Examiner until the project has been reviewed. At time of submittal, the Permit Center staff will make the applicant aware of the typical plan review timeframes for the submitted project.
- If plan submittals are reviewed and found deficient, the contractor will receive a detailed letter requesting all deficiencies that are to be addressed. It is the responsibility of the contractor, or the designated contact individual to coordinate the correction of all plan deficiencies. The designated contact individual will be notified to remove previously submitted plan sets for correction.

- Once all deficiency items have been addressed the designated contact individual for the project may resubmit corrected plan sets. However, please be aware that the Carson City Building Division will not accept incomplete or piecemeal resubmittals.
- Once plans are approved, the contractor of record will be notified.