

**POLICY GUIDELINES AND CHECKLIST FOR
COMMERCIAL SIGN PERMITS**

As required by Bureau Veritas North America, Inc.

ALL INFORMATION MUST BE FILLED IN, CHECKED OR MARKED N/A

____ Application
____ Local Municipal Approval
____ Two copies of sign design showing dimensions, materials and required details of construction, including loads, stresses and anchorage details.

- Please check with building code official to determine if stamped design is required.
- Fees will be determined by using Guardian sign and alteration/ renovation schedule.
- If branch circuit supply to sign is done by another contractor, the owner needs notified to obtain a separate electrical permit. Sign permit cannot be finalized until all inspections are complete.

SIGNS EXEMPT FROM PERMITS:

1. Painted non-illuminated signs
2. Temporary signs announcing the sale or rent of property
3. Signs erected by transportation authorities
4. Projecting signs not exceeding 2.5 square feet
5. The changing of moveable parts of an approved sign that is designed for such changes, or the repainting or repositioning of display matter shall not be deemed an alteration

THE FOLLOWING INSPECTIONS WILL BE REQUIRED, WHEN APPLICABLE:

Inspection Category:	Inspector sign-off and date
1. Foundation (prior to placement of footings)	_____
2. Frame (prior to finish)	_____
3. Electrical (rough in)	_____
4. Final (prior to job completion and leaving job site)	Building _____
	Electric _____

This is a directory of inspections that must be posted at the job site and approved in order to obtain a Certificate of Approval. It is the responsibility of the permit holder to call at least 24 hours in advance to schedule the above inspections.

THIS COMPLETED FORM MUST BE TURNED IN WITH PLANS