



PERMIT CHECKLIST - PERMANENT SIGN

PERMIT APPLICATION DESCRIPTION

A sign that is affixed to the building or ground, such as a Wall Sign, Ground/Monument Sign, Projecting Sign, etc. This would also include Sandwich Board Signs in the downtown or commercial zones.

CHECKLIST

- A completed online application using our Citizen Permit Portal, Civic Access.
 - [Click here](https://noblesvillein-energovpub.tylerhost.net/Apps/SelfService#/home) to apply for a Permanent Sign Permit. URL portal access below.
<https://noblesvillein-energovpub.tylerhost.net/Apps/SelfService#/home>
- Property Owner Consent Form if you do not own the property.
 - [Click here](https://www.noblesville.in.gov/egov/documents/1706728035_14929.pdf) to view the consent form. (URL below)
https://www.noblesville.in.gov/egov/documents/1706728035_14929.pdf
- Accurate, scaled elevation drawings of the sign.
 - Drawings must include the height (from grade) of the sign and width of the sign (radius where appropriate).
 - The drawing must indicate the sign of all lettering.
- For Wall Signs:
 - A picture or drawing of structure's façade upon which the sign will be attached, indicating the dimensions of the wall, all architectural features on the wall, and the measurements of the sign, including the distance the sign is projected from the face of the wall.
- For Ground Signs:
 - A copy of the site plan, drawn to scale, showing all existing structures, property lines, setbacks, easements, all adjacent streets or right-of-way and all existing and proposed signage on the property on which the sign is to be located. Must include the distance from the sign to the property lines.

This is not an inclusive list. Additional information may be required