



Papillion Building Department

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Sign permit application requirements

To apply for permit the following is required:

- Fill out application completely.
- Provide area of each sign. The sign area calculation methods are:
 - For box signs, the total area is the entire area within the perimeter enclosing the extreme limits of the sign excluding any structure essential for support or service of the sign.
 - For individually mounted letters, the total area of the letters themselves. As a short cut, divide the area within the perimeter enclosing the copy by two.
 - For monument signs, ground signs, and architectural bands (that do not have individually mounted letters), the total area is the area enclosing the extreme limits of the copy.
- Provide number, sign type, and area of all existing signs. If there are no existing signs, please identify this on the application.
- Provide area of building facade to ensure the sign does not exceed the percentage of facade requirement.
- Include contact information (Phone #, email, etc.).
- Don't forget signatures.
- Engineer's stamp is only required for pole structures.

Required drawings:

- **3 sets of all drawings and submittals (two sets in color).**
- Show all dimensions of each sign.
- Show heights of each letter. (Average height of letters shall be stated).
- Show calculation of sign areas.
- Show building elevation view of sign mounted on building. Dimension the building facade.
- Provide a wall section for all wall mounted signs showing how sign is to be anchored to facade.
- Provide footing detail for monument signs.
- Provide site plan for detached signs (ie monument sign, pole sign etc...). For monument signs for civic, commercial, and office use types, a landscape area equal to at least 1.5 SF per square footage of sign is required at the base of the monument sign. Identify the landscape area on the site plan.

** All sign applications for Shadow Lake Towne Center will require an approval letter from RED Development. **