

Plan Requirements:

Zoning - signs permit applications

Overview

The Department of Licenses and Inspections (L&I) reviews plans submitted with permit applications for accessory signs for on-site activities or services and non-accessory signs for general outdoor advertising. Directional signage is also subject to zoning review, but this does not include traffic signs located in the public right-of-way. Review the information below before submitting plans for review.

Plan sheet size and material

- Minimum Sheet Size: 11 in. x 17 in.
- Maximum Sheet Size: 24 in. x 36 in.
- Print plans on white, standard-weight, bond type paper.

Acceptable drawing scales

- Architectural Scale: ¼ in. = 1 ft.-0 in.
- Engineering Scale: 1 in. = 10 ft.; 20 ft.; 30 ft.; 40 ft.; 50 ft.; 60 ft.; 100 ft.
- Larger scales may be used. If a smaller scale is used, the plans examiner may reject your plans.

Minimum requirements

- Must be of professional quality and drawn to scale. Free-hand sketches will **not** be accepted.
- Printed plans must be in ink and in grayscale. Pencil drawings will **not** be accepted.
- Include a title block with sheet number and project address.
- Site plans must include:
 - Property lines
 - Exterior dimensions of all buildings.
 - Tenant space width or ground floor frontage dimension (if applicable).
 - Existing signs to remain, including sizes and locations.
 - Proposed signs including size, location, and type of illumination.
 - Sign setbacks from property lines.
 - Non-accessory signs:
 - 500-ft. radius; indication of any other non-accessory signs in this area.
 - 300-ft. radius; indication of any residential property.
 - Compliance with prohibited areas: see [Zoning Code Section 14-905\(10\)](#) for more information on minimum distances from specific locations.
- Elevation plans must include:
 - Size of signs and all faces.
 - Location of wall, awning, or projecting sign relative to any building roof line or second floor windowsill.
 - Projection of sign from building or structure face.
 - Height of sign if free-standing.
 - Rendering of signs showing basic content, messages, or logos.

Prerequisite approvals

Plans included with your zoning permit application package may require approvals from other departments or agencies.

L&I Permit and License Center

1401 John F. Kennedy Blvd., Municipal Services Building, Public Service Concourse

Open 8 a.m. to 3:30 p.m., Monday through Friday. Offices close at noon on the last Wednesday of each month.