



BUILDING PERMIT APPLICATION Rev 02/17

City of Reno
Community Development Department
1 E. First Street - P.O. Box 1900, Reno, NV 89505
(775) 334-2063 · www.reno.gov

SIGNS

Case No.: _____

Rec'd By: _____

Parcel Number: _____ **Address:** _____ **Suite:** _____

Description of Work:

Business/Tenant Information: First tenant Change of use
Tenant Name: _____ Phone No.: _____
Address: _____ Email: _____
Property Owners Name _____ Phone No.: _____
Corporate Office Address: _____ email: _____

Contractor Information:
Contractor: _____ Contact Name: _____
Address: _____
Phone No.: _____ Fax No.: _____
Email address: _____
Nevada License #: _____ City License #: _____

Project Information:
Valuation: \$ _____ Zoning: _____
Banner Sq. Footage _____ Existing Signs Sq. Footage _____
Proposed Sign Sq. Footage _____
No. of Proposed Interior Signs _____ No. of Proposed Exterior Signs _____
Total Sq. Footage of all Signs _____
Sign Face Material: _____ Sign Thickness: _____
Illuminated ? Yes No Type of Illumination: _____
Electrical: Existing New Not Applicable
Amps: _____ Volts: _____
Mounted: _____
Occupancy: _____
Planning Case Number: _____ Linear Feet of Business on Street Frontage: _____

Plan Requirements:

The Information provided on the Plans should include:

- 1) A site Plan indicating in detail the proposed location (s) of the sign (s).
- 2) A representation to scale of the height, width, depth of the sign with all copy to be displayed on sign.
- 3) Site plans which show the distance from pole/monument signs to adjacent driveways and lot lines.
- 4) Detailed method of attachment.
- 5) An electrical load including the voltage and amperage.

Note: It is the responsibility of the applicant to provide all applicable information upon submittal of each sign permit. Failure to accurately provide the above information as it applies to this application may delay the processing and approval of the sign permit.

Applicant (print) _____ (sign) _____