

## SIGN GUIDELINES

Revised 8/17/2022

### GENERAL REQUIREMENTS

1. Incomplete applications will not be accepted and will be returned.
2. It is the responsibility of the general contractor to ensure they and their sub-contractors are licensed to operate in the City of Milford.
3. No permit will be issued if property owner is delinquent on City taxes, utilities, or has open code violations.
4. Permit reviews typically take 1-2 weeks. The Planning Department will contact you once the permit is completed and ready for pick up.
5. The Building Permit Placard must be displayed in a conspicuous location and visible from the street.
6. Before you dig, please call **Miss Utility at 1-800-282-8555** to have them mark utility lines. This is a **free service**.
7. City of Milford will not pick up construction debris. It is the responsibility of the contractor or homeowner to ensure trash is contained and disposed of in a timely manner.
8. If work being conducted is in Sussex County, you will need to contact them at 302-855-7860 to determine if a county permit is necessary.

### PERMIT REQUIREMENTS

1. **Two** copies of proposed sign (*identify colors or printed in color*) indicating the dimensions and style of the sign.
2. **Two** footer details, **sealed** by a design professional, **if** the proposed sign is taller or wider than **6 feet**.
3. **Two** copies of the Survey/Plot Plan indicating the size and location of the proposed sign. Dimension distances from the proposed sign to property lines.
4. For electronic messaging centers – a certification by independent contractor showing compliance with the illumination standards as outlined in Chapter 230-24.20.
5. Commercial Building Permit Application Form.

### INSPECTION REQUIREMENTS

All inspection requests must be called in before 4pm the day prior. Inspection requests shall provide the permit number, requested date, address, contact name, phone number and type of inspection.

1. Footer (*if applicable*)
2. Final - scheduled upon completion of work and after third-party electrical inspection is completed

# DIMENSIONS OF STORE FRONT

## WALL SIGN

