

SIGN PERMIT CHECKLIST

PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Sign Permit application and is required to be submitted with your application. All signs which are placed or erected within the city limits shall be in conformance with the sign regulations provided in City of Gulf Shores Zoning Ordinance. The Applicant will serve as the contact for all correspondence from the City. It is the Applicant's sole responsibility to distribute said correspondence to individuals or consultants involved in the submittal. Each sign permit is valid for the permitted sign only. Sign permits become invalid if the sign is not erected within 180 days from date of issue.

All application requirements shall be submitted via the Online Licensing and Permitting Portal - https://www6.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal&installationID=156&original_iid=0&original_contactID=0

General Instructions for Completing the Sign Application Permit

- Application Fees:
Sign permit fees listed below apply **only in the corporate limits of the City**. Upon approval of an application for a sign permit and prior to issuance of the permit, a permit fee shall be paid based on the following schedule of rates:
 - Plan Check Fee. \$100.00
 - Electrical Sign Fee. \$50.00
 - All signs in excess of 32 square feet shall be charged \$1.00 for each square foot in excess of 32 square feet
 - Double fee. The required permit fee shall be double when any work commences prior to securing the appropriate permit.
- A scaled drawing of the proposed signage must be submitted which indicates height, overall dimension, colors, materials, proposed copy, illumination specifications (all signs must meet the requirements of Article 600 of the current adopted National Electric Code), and methods of mounting the sign(s). Documentation certifying wind load resistance must accompany all applications for detached signs. This requirement may be waived for existing detached signs. Existing signage shall be included on drawings.
- For flat signs, a dimensioned outline of the building façade or any other walls whereby a sign is proposed to be placed shall be submitted. The drawing shall clearly indicate the size of the sign and wall for which it is to be placed.

If the applicant has any questions or concerns regarding the Sign Permit review, please email planning@gulfshoresal.gov