

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

Construction Plans: Plans in accordance with TLDC 7-33(a)(4) "Plans indicating the scope and structural detail of the work to be done, including details of all connections, guy lines, supports and footings, and materials to be use." including:

- Dimensions of sign
- Elevation of sign
- Means of attachment of sign

Lighting (illumination) details for sign including existing and / or proposed electric circuit, existing and / or proposed disconnect or switch.

Naming of the following types of plans MUST include the discipline's prefix and a hyphen, followed by a four-digit numeric value, starting with 0001 for the first document in the set and increasing sequentially thereafter, followed by your plan's sheet number: e.g. "A-0001-[yoursheetnumber].pdf, A-0002-[yoursheetnumber].pdf..."

Example(s):

- **Architectural** – "A-0001-[add your actual sheet number].pdf"
- **Electrical** – "E-0001-[add your actual sheet number].pdf"
- **Structural** – "S-0001-[add your actual sheet number pdf"

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plans: Must show actual location of the monument sign.

File name: SP-SPDwgs

Owner's Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. [Owner's Affidavit Form](#) **If applying for an Off-site Billboard Permit, and you are unable to attain a signed Owner's Affidavit, a certified letter to have the owner complete the affidavit will suffice.**

File name: AS-OwnersAff

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

Notice of Commencement: Required if the cost of work to be completed is over \$2,500. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

File name: AS-Notice of Commencement

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff