



## **Papillion Building Department**

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Papillion, NE 68046  
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### **Sign permit application requirements**

To apply for permit the following is required:

- Fill out application completely
- Provide area of sign
- Provide area of all existing signs. If there are no existing signs, please provide this info on application.
- Provide area of building facade (this is required to ensure they have not exceeded the sign area requirements for buildings)
- Contacts, Ph # etc.
- Don't forget signatures.
- Engineer's stamp only required for pole structures.

#### **Required drawings:**

- **3 sets of all drawings and submittals (two sets in color)**
- Show all dimensions of each sign
- Show heights of each letter (Average height of letters shall be stated)
- Show calculation of sign areas
- Show building elevation view of sign mounted on building
- Provide a wall section for all wall mounted signs showing how signs is to be anchored to façade
- Provide site plan for detached sign (ie monument sign, pole sign etc...)

\*\* All sign applications for Shadow Lake Towne Center will require an approval letter from RED Development. \*\*