



## COMMERCIAL SIGN APPLICATION INFORMATION

### A. Submittal Documents

Construction Plans are reviewed for compliance with applicable Kentucky Building Code and Land Development Code and therefore need to adequately show the location, nature, and extent of the work to demonstrate with compliance. Minimum of two (2) sets of plans must be submitted if submittal is manual. We recommend online application and processing for quickest response.

**Plan Submittal Requirements** – Where required per table below plans shall be drawn to a scale on minimum sheet size of 8 ½” x 11”. Additional information may be required depending on unique circumstances determined on a case by case basis. Plans submitted electronically shall be pdf format, 10mg maximum file size. File names should describe contents, but avoid special character, like “&.”

<b><i>If your sign project includes:</i></b>	<b><i>You need to submit these drawings/documentation:</i></b>
1. <b>A sign – applicable to all sign applications</b>	<b>An image or drawing of the proposed sign with all logos and lettering, overall sign dimensions, and mounting height. The Form District, Land Use, and Street Class must be noted.</b>
2. Attached sign	An image or drawing of the building façade on which the sign will be placed, with overall façade dimensions. Attachment Details.
3. Projecting Sign	Dimension from grade to bottom of sign (pedestrian clearance). Confirm 1 or 2 sided.
4. Free standing Sign	A site plan showing the building on the lot and the location of the sign.
5. Project location in a Preservation District	Approval from Landmarks Commission in form of Certificate of Appropriateness
6. Project location in Downtown or Bardstown Road Overlay	Approval from Urban Design team in form of Overlay Permit
7. Project Location in Waterfront Overlay	Approval from Waterfront Overlay team in form of Overlay Permit
8. Illuminated sign	If new power supply then an electrical permit will be required
9. Moving Display	Rate of change of image.
10. Off-premise sign/ billboard	Billboards are also regulated by Ordinance 155. Information required includes distance to other billboards, property location in proximity to a parkway.

	Require annual license renewal.
11. Other existing signs	Existing signs on the building or premises may affect allowable area of new signage so need to be documented in image/drawing and dimensions
12. Nonconforming Signs	Signs that do not conform to current zoning may not be enlarged, or made more nonconforming, or structurally modified.
13. Wind load	Signs exposed to windload – such as projecting or freestanding signs – must be documented to withstand windloads as required by the Kentucky Building Code, 105 mph windspeed
14. Temporary signs	Signs to be in place less than 6 months are also regulated by Louisville Metro Ordinance 155.

## B. Related Permit Information

**Property Owner Permits** - To obtain a property owner building permit you must be the owner of record of the property, or documented leasee such as a commercial tenant.

**Required Inspections** – For each permit, at least 2 inspections are required – a “rough-in” inspection and a final inspection. In the case of new construction a foundation inspection is also required. It is the responsibility of the permit holder to contact this department and request an inspection when the work is ready. The work must “pass” an inspection before proceeding to the next stage.

## C. Other Agency Approvals

In some instances other agency approvals are required. These approvals must be obtained prior to the issuance of a building permit

- Public Works:** If your sign extends out over the Right of Way you must obtain approval from Public Works. (This agency has staff is located in the Metro Development Center building.) An annual License Agreement may be required for items in, or extending over, the Right of Way.
- Planning & Design Services:** Signs that require Waivers or Variances from the Land Development Code, located on a Plan Certain site, or in a historic preservation/overlay district requires approval from Planning & Design Services prior to issuance of a sign permit. Planning & Design makes final determinations with regard to application of Land Development Code. (This agency has staff located in the Metro Development Center building.)