

SIGN CODE INFORMATION FROM THE CITY

Governing Municipality:_____

Sign Inspector Name:_____

Phone Number:_____

Zone or District Number:_____

Sign code formula from sign code for Wall Signs

(Example: 10%H x W or 2 square feet per lineal foot of storefront)

Maximum Size:_____

Width:_____

Sign code formula from sign code for Freestanding Signs

(Example: 2 square feet per lineal foot of street frontage)

MaximumSize:_____

Maximum Overall Height:_____

Setback:_____

Directional Signs

Maximum Size:_____

Maximum Height:_____

Setback:_____

How does the city measure signs? (Example, Rectangles, 8 straight lines, etc):_____

Does the local municipality require?

- A notarized letter of authorization (LOA) from the LL to install?_____
- A site plan of the shopping center?_____
- The legal description of the shopping center?_____
- Landlord approval of the sign?_____ If yes, in what form?_____
- If this is a mall, will a permit be required?_____
- Are electrical permits required?_____
- Once permits are obtained, how long before they expire?_____

SITE PLAN

If the site plan is not provided with the survey request, please provide a rough sketch of the site plan. Please indicate:

- North arrow
- Major cross streets
- Existing freestanding sign locations
- Ingress / Egress
- Parking
- Major traffic patterns (light, heavy, dead end, interstate)

STOREFRONT ELEVATION

Measure height and width of storefront including doors, windows, mullions and fascia of signable area.

Please attach sketch and give measurements and description of area measured.

Window Sizes and Number: _____

Mullion Size: _____

Door Size: _____

Building Height: _____ Sign Band Height: _____

Storefront Width: _____ Sign Band Width: _____

****MUST HAVE PMS COLOR OR SAMPLE OF SIGNABLE AREA** _____

Type of Wall Construction: _____

Placement of Remote Transformer Access: _____

Are primary services available? _____

Are primary services within 6' feet for hook up? _____

Voltage of primary service: _____

What are the sizes of existing channel letters or storefront cabinet? _____

Setback from street: _____

FACE REPLACEMENT STOREFRONT CABINETS

Tube Art Displays will manufacture Replacement Faces based on your measurements. It is imperative measurements are accurate. Your sign company will be held financially responsible for the manufacture and/or extra installation cost of inaccurate measurements.

Cabinet Height: _____ Depth of Cabinet: _____
 Cabinet Width: _____
 Cabinet condition: (Circle One) **FAIR** **PEELING** **RUSTING**
 Face Type: (Circle One) **FLAT FACE** **PANFORMED** **FLEX FACE**
 Visible Opening Height: _____ Trim/Cut Size Height: _____
 Visible Opening Width: _____ Trim/Cut Size Width: _____
 Embossed Letter Depth: _____ Retainer Size: _____
 Pan Depth: _____

SIDE ELEVATION

What are the sizes of the existing side elevation sign? _____

If none, will this location benefit from a side elevation sign? _____

If yes, is there anything obstructing installation of a side sign? (Circle One) **YES** **NO**
 (Example: gutters, downspouts)

Please describe any obstructions: _____

Building Height: _____ Sign Band Height: _____

Side Width: _____ Sign Band Width: _____

**** MUST HAVE PMS COLOR OR SAMPLE OF SIGNABLE AREA** _____

Type of wall construction: _____

Placement of Remote Transformer Access: _____

Are Primary Services within 6' feet for hook-up: _____

Voltage of Primary Services: _____

FACE REPLACEMENT SIDE CABINET

Cabinet Height: _____
 Cabinet Width: _____
 Depth of Cabinet: _____
 Cabinet condition: (Circle One) **FAIR** **PEELING** **RUSTING**
 Face Type: (Circle One) **FLAT FACE** **PANFORMED** **FLEX FACE**
 Visible Opening Height: _____ Trim/Cut Size Height: _____
 Visible Opening Width: _____ Trim/Cut Size Width: _____

Embossed Letter Depth: _____ Retainer Size: _____
 Pan Depth: _____

REAR ELEVATION SIGN

What is the size of the existing rear elevation sign? _____

If none, will this location benefit by adding a rear elevation sign? _____

If yes, is there anything obstructing installation of a rear elevation sign?

(Example: gutters, downspouts) (Circle One) **YES** **NO**

Please describe any obstructions: _____

Building Height: _____ Sign Band Height: _____

Rear Width: _____ Sign Band Width: _____

*****MUST HAVE SAMPLE OF PMS COLOR OR SIGNABLE AREA:** _____

Type of Wall Construction: _____

Placement of remote transformer access: _____

Are Primary Services available? _____

Are Primary Services within 6' feet for hook up? _____

Voltage of Primary Service: _____

FACE REPLACEMENT REAR CABINET

Cabinet Height: _____

Cabinet Width: _____

Depth of Cabinet: _____

Cabinet condition: (Circle One) **FAIR** **PEELING** **RUSTING**

Face Type: (Circle One) **FLAT FACE** **PANFORMED** **FLEX FACE**

Visible Opening Height: _____ Trim/Cut Size Height: _____

Visible Opening Width: _____ Trim/Cut Size Width: _____

Embossed Letter Depth: _____ Retainer Size: _____

Pan Depth: _____

FACE REPLACEMENT UNDERCANOPY/BLADE SIGNS

(Circle One) **SINGLE FACE** **DOUBLE FACE**

Visible Opening Height: _____ Trim/Cut Size Height: _____

Visible Opening Width: _____ Trim/Cut Size Width: _____

Retainer Size: _____

Is a face replacement necessary? _____

Can vinyl be removed and new vinyl applied? _____

EXISTING FREE STANDING SIGNS

***** PLEASE PHOTOGRAPH AND MEASURE ALL FREE STANDING SIGNS**

Total sign Height: _____

Cabinet Height: _____

Cabinet Width: _____

Depth of Cabinet: _____

(Circle One) **SINGLE FACE** **DOUBLE FACE**

Face Material: _____

Retainer Size: _____

Face Trim Size: _____

Tenant Panel Size: _____

Setback of sign edge to property line: _____

Pole Cover Size: _____

Material: _____

Pipe Diameter: _____

Number of Poles: _____

Center-to-Center measurements between poles: _____

(Circle One) **SQUARE TUBING** **RECTANGULAR TUBING**

Is foundation direct burial? _____

Does existing support structure need to be painted? _____

Verify existing Primary Voltage: _____

Can additional cabinets be installed on this structure? _____

If yes, what is the maximum size it will hold and the city will allow? _____

FACE REPLACEMENT MULTI-TENANT PYLON

Tenant Panel Size: _____

Cabinet Height: _____

Cabinet Width: _____

Depth of cabinet: _____

Cabinet condition: (Circle One) **FAIR** **PEELING** **RUSTING**

Face Type: (Circle One) **FLAT FACE** **PANFORMED FLEX FACE**

Visible Opening Height: _____ Trim/Cut Size Height: _____

Visible Opening Width: _____ Trim/Cut Size Width: _____

Embossed Letter Depth: _____ Retainer Size: _____
 Pan Depth: _____
 Is a face replacement necessary? _____
 Can vinyl be removed and new vinyl applied? _____

MONUMENT SIGNS

Cabinet Height: _____

Cabinet Width: _____

Depth of Cabinet: _____

Directional Illumination: _____

(Circle One) **NON-ILLUMINATION** **INTERNAL** **EXTERNAL**

Visible Opening Height: _____ Trim/Cut Size Height: _____

Visible Opening Width: _____ Trim/Cut Size Width: _____

Retainer Size: _____ Post Size: _____

(Circle One) **PAINTED COPY** **VINYL COPY**

Is a face replacement necessary? (Circle One) **YES** **NO**

Can vinyl be removed and new vinyl applied? (Circle One) **YES** **NO**

NOTES: _____

CONTRACTOR INFORMATION

Name of Person conducting Survey: _____

Email Address: _____