



BUILDING AND DEVELOPMENT OFFICE
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SIGN PERMIT CHECK LIST

This is a general check list for all Freestanding, Billboard, Ground and Wall sign permits.

_____ 2 Plot Plans showing set backs and dimensions from property lines and other buildings on the property.

_____ 2 Sets of building plans showing dimensions of the sign.

_____ 2 Sets of structural or foundation plans stamped by a Wyoming registered design professional.

_____ 1 Copy of final certification of sign placement with dimensions and setbacks stamped by a Wyoming engineer or land surveyor.

_____ Buildings permit application and payment of fees.