



Municipality of Anchorage



Handout AG.01

Sign Permits

An application for a sign permit shall be made in writing upon forms prescribed by the Building Official and shall be complete only if accompanied by:

1. The location by street and number of the proposed sign structure;
2. The name, address and telephone number of the owner of the property on which the sign is to be erected;
3. The name, address and telephone number of the sign contractor or erector;
4. Name of business to be on sign;
5. A drawing to scale with building and/or tenant area dimensions; calculations showing the design of the sign including section modulus, depth of embedment, dimensions, sign size; method of attachment; structural specifications, source of illumination, and color; and showing the relationship to any building or structure to which it is or is proposed to be installed or affixed or to which it relates. Design per 2003 IBC Appendix H;
6. For permanent freestanding signs, a plot plan to scale indicating the location of the sign relative to property lines, streets and sidewalks, utility easements, buildings, driveways, parking spaces and landscaping; structures identified by their principal use, structural specifications, source of illumination, and color; and property dimensions. Detailed drawings should also include structural specifications, source of illumination, color; plan view; and elevations of sign;
7. A list of all existing signs on the property on which the proposed sign is to be erected and a description of the size and square footage of each such existing display surface area;
8. A copy of the bid documents or contract documents showing valuation of sign project.
9. Such other information which the Building Official determines reasonable and/or necessary to an evaluation of the proposed sign's compliance with codes.
10. For political signs, see Handout AG.02.
11. For additional information, please reference AMC 21.47.

Applicants seeking permits for signs to be of identical design may file one set of standard plans for all such sign permit applications.

Fees for sign permits will be charged according to the 2003 Anchorage Administrative Code, 23.10 Table 3-K.1.

Ron Thompson, Building Official

DATE: June 8, 2006

(Ref. 96-01, 97-03, 00-03, 02-01; 04-03; 02-06)