



# SIGN PERMIT REQUIREMENTS

Revised 1/21

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Sheridan Municipal Code (SMC)

- ▶ **Applications must be submitted electronically through the Online Building Permit Portal**  
Go to: [www.sheridanwy.gov](http://www.sheridanwy.gov) > Government > Community Development > Building > Online Building Permit
- ▶ **Incomplete submittals missing any of the information outlined below will not be accepted**
- ▶ **Hand drawings that are not to scale will not be accepted**

## Sign Plans to include:

- Street address, proposed sign location, easements, property lines, and existing buildings & signs
- Dimensioned scale drawing of the sign and square footage of existing signs to remain
- Method of attachment if being attached to a building
- Elevation drawing with sign location and dimensions
- Foundation design required if installed directly in the ground (see Engineer Stamp requirements below)
- Indicate on plans if the sign is to be lighted or is an EMC (Electronic Messaging Center)
- Electrical design with disconnecting means, grounding, rating and number of branch circuits
- Nameplate information showing manufacturer and input ratings for amperage and voltage

## Sign Installer Requirements:

- City of Sheridan Commercial Contractor License
- City of Sheridan Electrical or Low Voltage Electrical Contractor License required for electrical work

## Stamped Drawing Requirements:

**Wyoming Structural Engineer Stamp** required for signs with any of the following:

- Increasing / altering gravity loads on an existing structure by more than 5%
- Modifications to an existing structure that decreases structural capacity
- Foundation design required by Geotechnical Report (as requested by Building or Engineering Department)

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED**