

Typical Building Sign Design, Permit, Build and Installation Timeline



Ways to Shorten the Process

- Keep design simple but elegant.
- Have preapproved art work from customer and/ or Corporate office.
- Have landlord and business owners contact information on file.
- Work with building owner/ landlord to request signed approval of design.
- Hand deliver permit paperwork to city for approval (additional cost may apply).

ILLUMINATED SIGN INSTALLATION INSTRUCTIONS

Thank you for choosing Shine On Signs and Graphics for your ILLUMINATED SIGN project!

Site Preparation:

Customer is responsible for wiring to sign location (one or more dedicated sign circuits will be required; each circuit must have its own neutral and ground). Wiring must be completed in advance of installation of sign(s).

SHINE ON SIGNS AND GRAPHICS, or authorized sign contractor, will hook up sign if adequate approved power is available within 6' of each power penetration at time of installation.

National electrical code requires that a 3' x 3' working area with 12" wide catwalk from access to back side of sign be provided.

SHINE ON SIGNS AND GRAPHICS is not responsible for any costs and/or fines for modification or replacement of wiring to sign location if it does not meet code requirements. Time clock or photo cell control will be additional cost.

Customer is responsible for insuring adequate access to the area where the sign will be installed, including blocking off parking spaces in front of the sign area. Delays due to in appropriate access to the site will result in a \$100.00 per hour additional charge.

Shine On Signs and Graphics, or authorized contractor, is NOT responsible for any damage that may occur to any vegetation.

Any permits, labor or materials needed for street/lane closures, closing of sidewalks, etc. would be additional cost if needed.