



SIGN PERMIT REQUIREMENTS:

- Sketch (including the sign message) showing foundation or sign support, size, height, and shape of sign.
- Description of materials used, method of mounting or foundation, and method of lighting if applicable.
- Site plan showing landscaping, existing buildings, existing signs with their sq ft, and location of proposed signs.
- Calculation in square feet of total proposed sign area (maximum of 200 sq ft).
- Applications for off-site, signs must include the property owner's authorization.

FEES: The minimum inspection fee is charged per sign. An additional \$25 per sign is charged for those larger than 50 sq ft and \$50 per sign is charged for those larger than 100 sq ft.

INSPECTION REQUESTS: Inspections request must be made at least 24 hours prior to when the inspection is desired. Inspections will be conducted Monday through Friday. Improper request may result in postponement of inspection. Work cannot continue until inspections are completed and Inspection Card is signed. Failure to obtain inspection signature will halt construction and, in some cases, require any continued work to be removed. Check your inspection card after scheduled inspection to verify if work may commence. Requests can be submitted by calling Town Hall, the Building Official, or by emailing the Building Official. When requesting an inspection please indicate the following: Owner's name; Street address listed on permit; Permit number; Type of inspection requested.

RE-INSPECTION: Applicants are advised, a re-inspection fee may be assessed for which an inspection is called for but is not complete or when corrections called for are not made. Re-inspections fees may also be assessed when the inspection record card is not posted or otherwise available on the work site, the approved plans are not readily available to the inspector, failing to provide access on the date for which inspection is requested, or for deviating from plans requiring the approval of the building official.

STATUS OF APPLICATIONS: Application for permits become void if construction is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. Plans or other information submitted for review may thereafter be returned to the applicant or destroyed by the building official.

BUSINESS LICENSE: Any person or business that conducts business within the town limits of Snowflake must have a current business license on file with the Town.

Compliance with all building and zoning regulations is mandatory. It is the applicant's responsibility to become familiar with the regulations.