



Building Permit Application
City of Sparks Building & Safety Division
431 Prater Way, Sparks Nv 89431
(775)353-2306
permitdesk@cityofsparks.us

Sign
B/P Record No.:

Parcel Number: _____ Address: _____

Description of Work:

- ☐ Property owner permission is required for all signs. Please include documentation of approval in the form of a letter or lease agreement signed by the property owner/management company.
- ☐ Include dimensions of sign(s) from property lines, driveways, buildings, and location of sign relating to any control area for safe sighting. If sign is within the control area for safe sighting, see SMC 20.56.170 (E)(4), a safe sighting analysis wet stamped by a Nevada Licensed Engineer is required
- ☐ For Building Signs, show the lineal length of the tenant frontage(s) or building area on which the sign calculations are based. For freestanding signs, show the site frontage length.

Property Owner Information:

Owner Name: _____
Owner Phone: _____ Owner Email Address: _____
Owner Address (if different): _____

Applicant Information:

Tenant Name: _____
Applicant Name: _____ Phone: _____
Applicant ACA User: _____ Email: _____

To track processing status, check review comments, or make payments online, create an ACA account at www.onenv.us. To give permit access to additional people, please add their ACA emails below.

Additional ACA Contacts:

Name: _____ ACA Account Email: _____
Name: _____ ACA Account Email: _____

Contractor Information:

Company: _____ Contact Person: _____
Nevada Contractor License: _____ Classification: _____ Sparks Business License: _____
Phone: _____ Email: _____

General

Project Information

Valuation: \$ _____ Building Code Year and Edition: _____ Zoning: _____

By signing this application, I certify that the information provided is true and complete to the best of my knowledge and that I am the owner/owner's authorized agent:

Applicant Signature _____ Applicant Name (Printed) _____ Date _____

Sign Calculation Worksheet

Determine Zoning: _____ Below is a list of the more commonly requested commercial sign formulas.

For other zone calculations, please contact Planning staff or refer to Sign Code Title 20.56.

BUILDING SIGN CALCULATIONS SMC 20.56.150	PO – Office / 1% (0.01) of gross floor area of business C1 and C2 – Commercial/1.0 sq. ft. for each foot of business frontage (no more than 2 business frontages) TC – Commercial/2.5% (0.025) of gross floor area I – Industrial/ 1.0 square foot for each business frontage (no more than 2 business frontages)		
Total lineal distance or gross floor area of business:		Size of new building sign: (square footage)	
Show building sign Calculations: (i.e.): $C2 = (1.0)(x \text{ linear ft of business frontage}) = \text{Allowed square feet of sign area}$		Size of existing building signage: (square footage)	
Description of Exterior Surface Materials of Existing Building:		Total Square Footage of Building Signage:	
Type of Illumination:	☐ None ☐ Internal ☐ Indirect ☐ Halo ☐ Other :		

FREESTANDING SIGN CALCULATIONS SMC 20.56.170-2	C1 – Commercial/ 25% (0.25) for each foot of individual site frontage(s) – maximum of 2 site frontages C2 – Commercial/ 35% (0.35) for each foot of individual site frontage(s) – maximum of 2 site frontages TC – Commercial/50% (0.5) for each foot of individual site frontage(s) – maximum of 2 site frontages I – Industrial/ 25% (0.25) for each foot of individual site frontage(s) – maximum of 2 site frontages		
Lineal distance of site frontage: (Show on map/site plan)		Size of new sign: (square footage)	
Show freestanding sign Calculations: (i.e.): $C2 = (0.35)(x \text{ linear ft of site frontage}) = \text{Allowed square feet of sign area}$		Square Footage of Existing Freestanding Signage:	
If digital sign is a portion of freestanding sign, what percentage of the freestanding sign:		If digital sign, distance to other digital sign(s):	
If digital sign, distance to residentially zoned properties:		Type of Illumination: ☐ None ☐ Internal ☐ Indirect ☐ Halo ☐ Other :	

MONUMENT SIGN CALCULATIONS SMC 20.56.170-1	All Office, Commercial and Industrial Zoning District – 32 sq. ft. / 1 per parcel Drive through businesses may have 2 additional monument signs, not to exceed a combined 64 square feet and must be oriented to be visible to vehicles in the drive through lanes.		
Size of monument sign area: (square footage)		Assessor's Parcel Number of parcel monument sign to be located on:	
If digital sign is a portion of monument sign, what percentage of the monument sign:		Distance to Residentially zoned properties:	
Type of Illumination: ☐ None ☐ Internal ☐ Indirect ☐ Halo ☐ Other :		Drive-through business ☐ Yes ☐ No	