



# Paducah Fire Department

## Fire Prevention Division

300 South 5th Street  
P.O. Box 2267  
Paducah, KY 42002-2267

## SUBMITTAL REQUIREMENTS

1. A completed "**SIGN PERMIT APPLICATION**". (one application for each sign).
2. For all **FREESTANDING SIGNS**:
  - a. Construction drawing of the sign **MUST** include:
    - 1) **HEIGHT** of sign
    - 2) **DETAILS & DIMENSIONS** of all structural and nonstructural members to include sign supports,
    - 3) **DETAILS & DIMENSIONS** of foundations and footing members, and
    - 4) **ADVERTISING AREA** of all sign facades
  - b. Complete site drawing **TO SCALE** that **MUST** include:
    - 1) **LOCATION** of proposed sign and **SETBACK DISTANCES** from sign supports to property lines,
    - 2) **LINEAR FEET** street frontage dimensions
    - 3) **LOCATIONS** of all existing **FREESTANDING** signs on the same property,
    - 4) **LOCATIONS** of **ALL** easements and/or utility lines within twenty feet of the proposed sign location.
3. For all **WALL, PROJECTING and AWNING SIGNS**:
  - a. Construction drawing of the sign. The drawing **MUST** include:
    - 1) **DETAILS & DIMENSIONS** of structural and nonstructural methods of attachment or anchoring to the building,
    - 2) **ADVERTISING AREA** of the sign.
  - b. A drawing or photograph of the building façade that **MUST** include:
    - 1) **DIMENSIONS** of the façade and
    - 2) **LOCATIONS** and **SIZES** of all other signs on the building.  
\*Building permit for awning must be existing before issuance of awning sign
4. For all **LIGHTED SIGNAGE**:
  - a. Description of all proposed and existing lighting (Location, Type and Size)