Sign Permitting Process

WC
806 Woodward St.
PO Box 1051
Lapel, IN 46051

www.thewcteam.com

VERSION HISTORY			
VERSION NO.	1.3	CURRENT VERSION DATE	7/24/20
EFFECTIVE DATE	7/24/20	EXPIRATION DATE	
RESPONSIBLE PERSON	John Buermann	SIGNATURE	John Buermann
QA MANAGER	Doug Westlund	SIGNATURE	Doug Westlund
WRITER	John Buermann	APPROVAL	Doug Westlund

REVIEW PROCEDURE

List how often the SOP should be reviewed and updated and who is responsible.

1. **Introduction**
   Often, projects will require permitting from municipalities before our work can be permitted.

2. **Definition**
   This process should be followed to determine if a permit is required and then the supporting procedures for an individual municipality for walk-thrus and tips.

3. **Responsibility**
   Project managers, designers, and accounting must adhere to the steps necessary to ensure proper permitting. Each municipality may have a different processes and requirements.

4. **Step 1**
   - Review specific municipality regulations and/or call their planning department for direction.
   - Project manager will gather the necessary items required to complete the permit.
   - The information will be passed to the designer who will build the permitting pack.
   - The designer will return the completed permitting pack to the manager for review.
     - If everything is in order, continue to step 2
     - If something needs adjusted, repeat the necessary steps so the packet is prepared and can be submitted.

5. **Step 2**
   - Fill out the application in accordance with the specific municipality regulations.
   - Submit a PO for the permitting fees.
   - Submit the permit packet, application, and application fee.
   - Follow up with municipality, generally weekly, to ensure the permitting is still in process.

6. **Step 3**
   After permits are all secured, the following should be done with them:
   - A copy of permit with receipt needs to be turned into accounting.
   - A copy of permit and receipt needs to be saved in the project documents with the rest of the permitting information.
   - A copy of, the permit only, needs to be printed and attached to the job clipboard to be hung on site during installation.
   - Some customers require a copy of the permit with receipt, e-mail them a copy if they require it.

7. **Step 4**
   After the project is completed, the municipality may ask that they be notified when the site is ready for inspection. Verify with the municipality in question whether an inspection is needed or not.

8. **Forms**
   Follow municipality procedures for all documentation
   Tips and notes for some municipalities can be found: Data>Westlund Concepts Forms>SOP>Permitting
   Customer approval form can be found: Data>Westlund Concepts Forms>SOP>Permitting

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9. Requirements

These items will be required from any municipality:

- Aerial photo-detailing direction of North, Road Right of Ways, full site address, and locations of signs being permitted
- Elevations-One for each elevation that the sign is being installed.
- Sign dimensions-Overall and in relation to the elevation
- Sign details-Construction materials, lighting, fastening methods, etc.
- Customer approval in writing with signature are often needed. Follow municipalities procedures.

10. Process Review

Process to be reviewed annually by:

- Operations Director
- CEO

STAFF SIGNATURES

Obtain signatures from employees to confirm that they have read and understood procedures.

STAFF MEMBER NAME	SIGNATURE	DATE