



# DEPARTMENT OF PLANNING

## WALL SIGN APPLICATION SUBMITTAL REQUIREMENTS

The purpose of a Wall Sign Application (WSA) is to verify that signage otherwise not requiring a building permit through the Department of Building and Safety complies with the requirements of LVMC Title [19.06.140](#), [19.08.120](#) and all applicable special area plans. Such signage includes painted-on wall signage and may include supergraphic signage. Temporary signage, such as banners, A-frame signs, etc., are not included.

**ONLINE SUBMITTAL ONLY:** Go to <https://www.lasvegasnevada.gov/Dashboard>, Planning Applications, as a Wall Sign Application. Upload the following documents:

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Address Change is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Address Change application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Wall Sign Application.

<https://files.lasvegasnevada.gov/planning/Application-Form-and-Statement-of-Financial-Interest.pdf>

**JUSTIFICATION LETTER:** A letter that details the request. If not indicated on the elevations, the type, quantity, dimensions of the signage and dimensions of the building façade to which they are affixed must be included.

**SITE PLAN:** Draw to scale and make legible: the entire subject parcel(s), all proposed and existing structures, signage, and adjacent streets. Site Plans must include:

- PROPERTY LINES CALLED OUT
- ADJACENT LAND USES/STREETS
- VICINITY MAP
- DIMENSIONS (ACTUAL)/SCALE
- LANDSCAPE AREAS
- NORTH ARROW
- STREET NAMES
- SCALE
- INGRESS/EGRESS
- LOCATION OF SIGNS

**SIGN ELEVATIONS:** Draw and make legible all proposed temporary signs on site. Photos may be submitted in lieu of detailed drawings. Elevations/photos must include:

- SIGN MATERIALS & COLORS CALLED OUT
- SCALE
- SIGN DIMENSIONS AND AREAS
- BUILDING FACADE DIMENSIONS

A Wall Sign Application is subject to the provisions of LVMC Title [19.06.140](#) and [19.08.120](#).

**FEES:** None