

# PERMANENT SIGNBOARD APPROVAL REQUEST



## DEVELOPMENT CONTROL FORMS

DATE

Facility Name: ..... Plot No: .....

### REQUIRED INFORMATION AND SUBMITTALS:

- ✓ Copy of Owner's trade license.
- ✓ Signboard Drawings (2 hardcopy + 1 DWG. format set). Drawing to show the dimensions of signboard in relation with the building elevation.
- ✓ Copy of 3rd party fitness certificate for MEWPs / scaffold (more than 10m height) & Scaffolder's training certificate.
- ✓ Method Statement & Risk Assessment for signboard fixing.

Contact Person: .....  
Email: ..... Mobile: .....  
Date: .....  
Signature: .....

STAMP

<b>For Official use only</b>		
Document Receiving	TRN- .....	File: <input type="checkbox"/> DLC <input type="checkbox"/> RC <input type="checkbox"/> AC <input type="checkbox"/> EC <input type="checkbox"/> GC
.....	.....	.....
Received By	Signature	Date

APPROVAL CHECKLIST			
No	Description	✓	Remarks
1	<b>CONTENTS</b>		
1.1	DWC FZ LICS / Legality		
1.2	No personal contents		
1.3	Religious / Sectarian / Racist / Immodesty		
1.4	No ads / No marketing messages		
2	<b>SIZE</b>		
2.1	5-10% from the elevation area		
2.2	Harmonic		
3	<b>COLOR</b>		
3.1	Corporate ID		
3.2	DWC color theme		
3.3	Pick & match		
4	<b>REFLECTION AND MATERIAL</b>		
4.1	No self-illumination		
4.2	No reflected material		
4.3	3D letters / indirect lighting		
5	<b>LOCATION</b>		
5.1	No roof signage		
5.2	Flight safety / DCAA compliance		

Additional Comments:

Approved

Approved with Comments

Resubmit

Name,  
Signature  
& Date

Reviewed By  
Architect

Reviewed By  
Snr. Engineer - Civil

Approved By  
VP – Development Control  
Date :