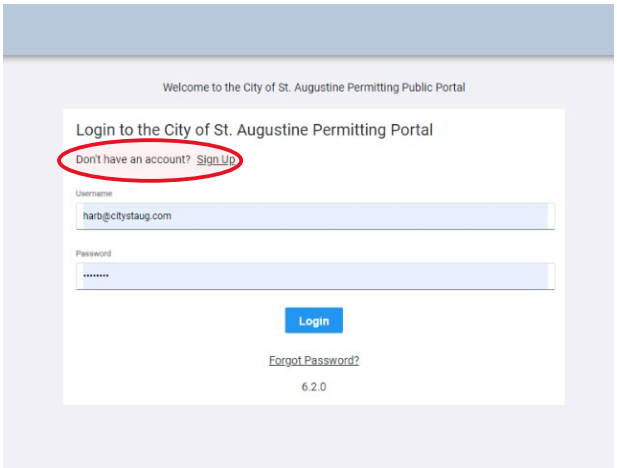
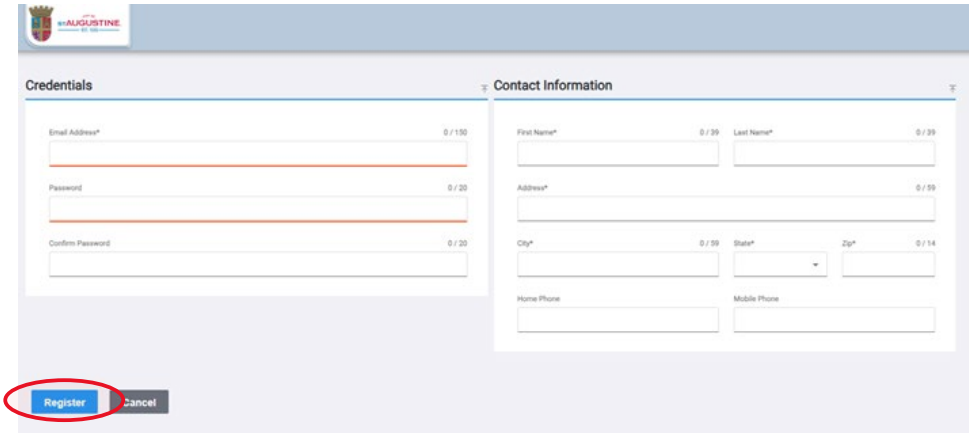
Submitting a Sign Permit Application through the Public Portal: A Step-by-Step Guide

Portal accessed at https://gis.citystaug.com/COSAPermits *Must use Google Chrome browser*

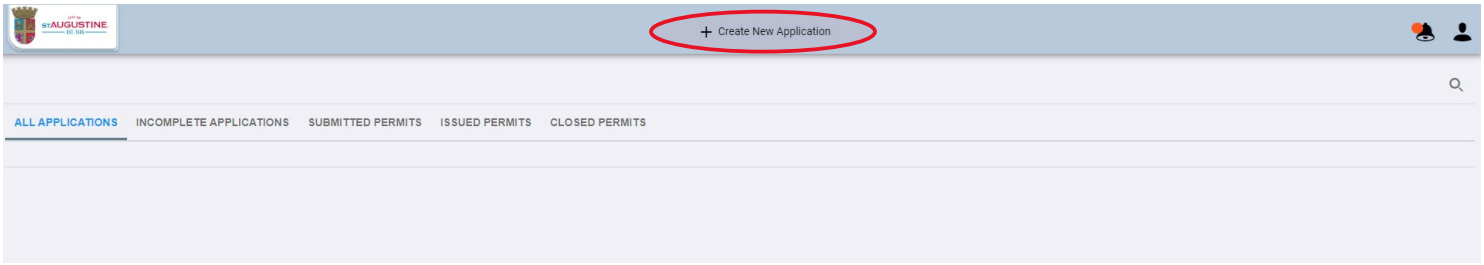
Step 1: If new, Sign Up and create an account, or Log into an existing account.



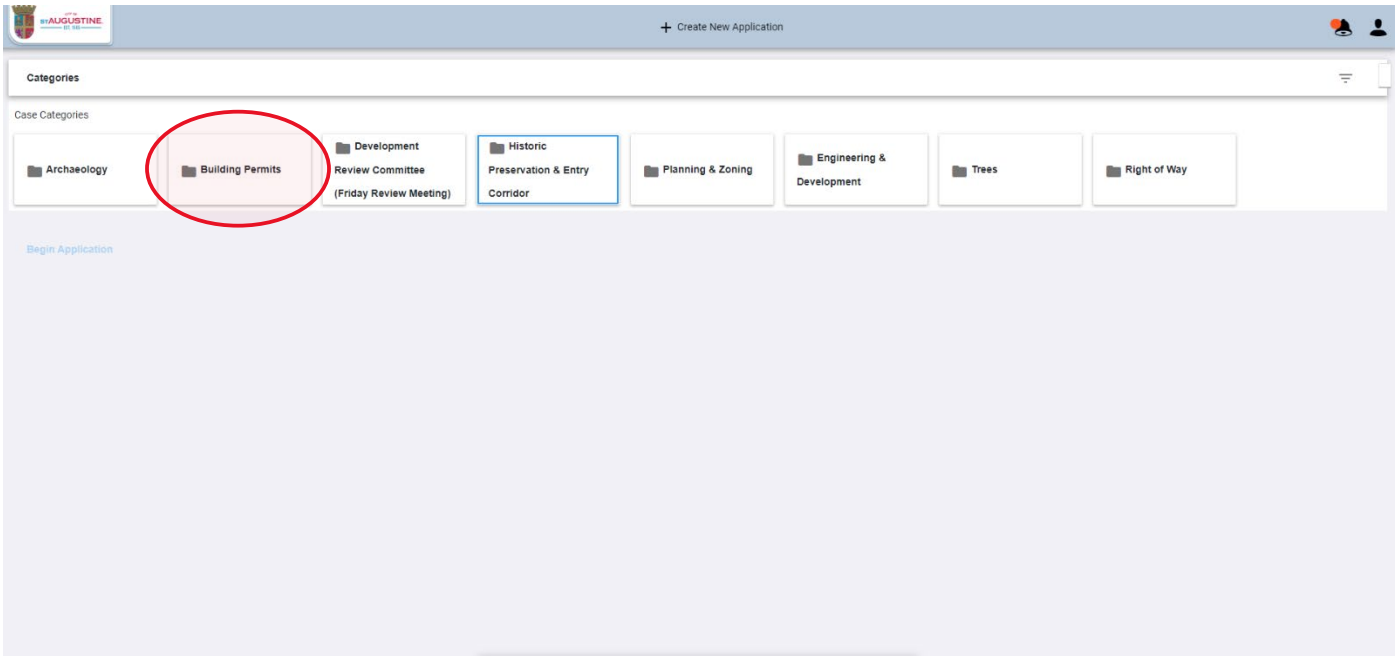


You will receive an email confirmation to activate your new account.

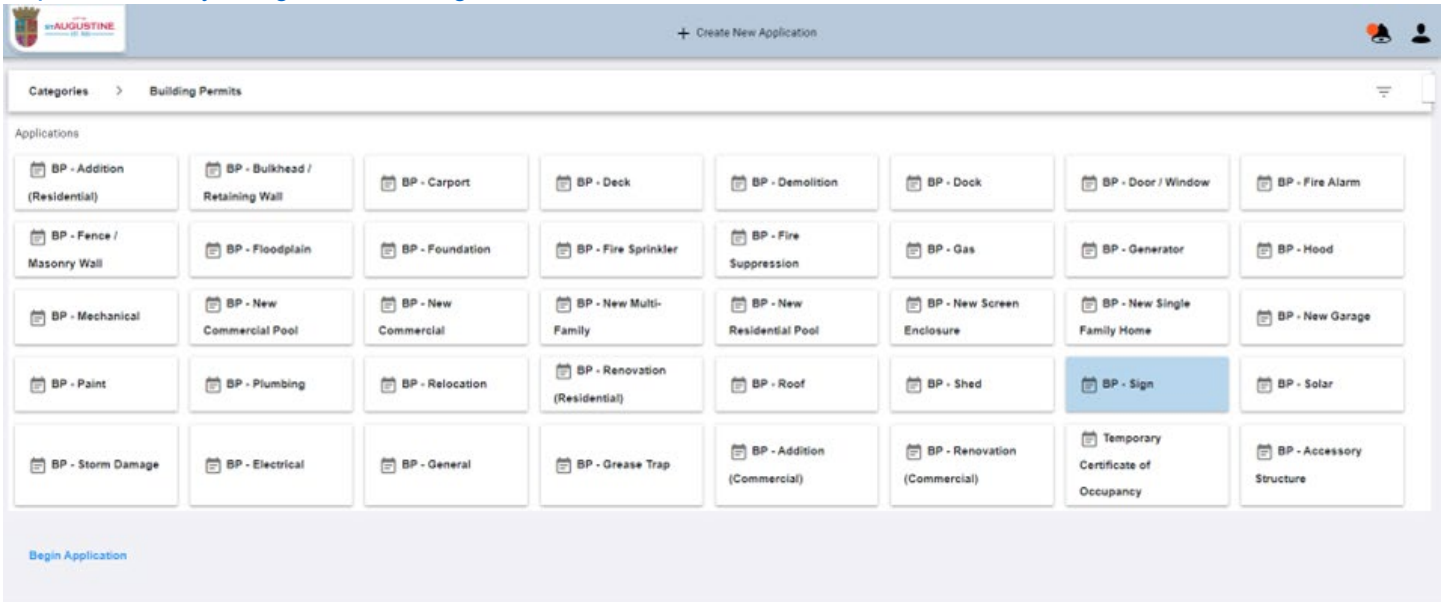
Step 2: Create a new application.



Choose Building Permits



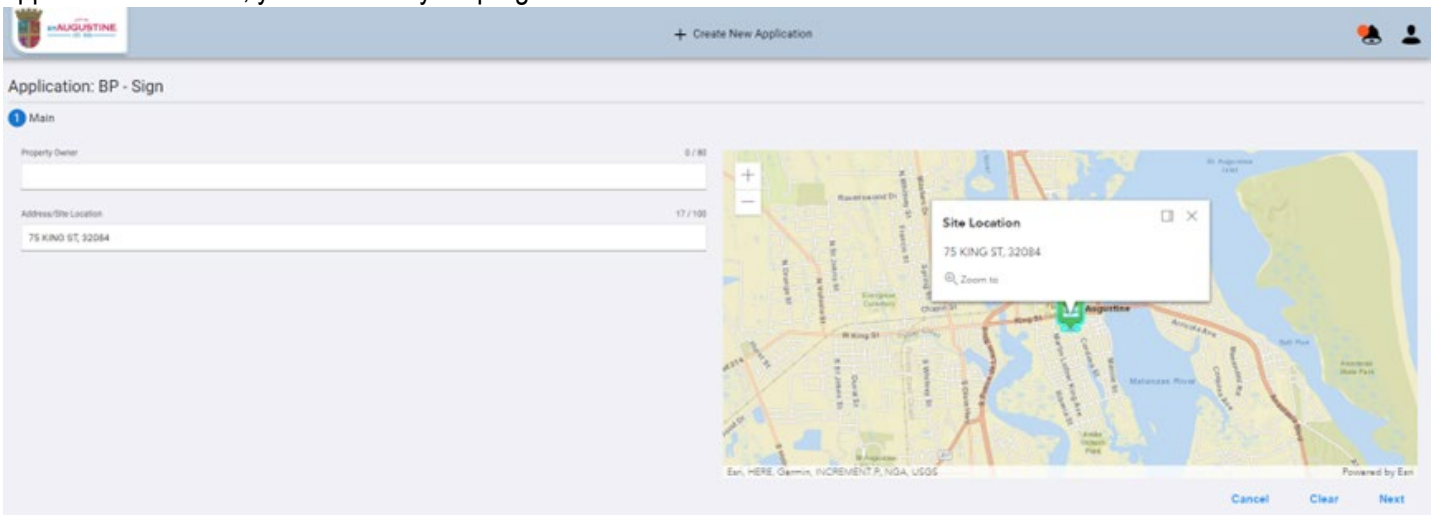
Step 3: Select the BP - Sign. More information regarding sign guidelines can be found on our website at: https://www.citystaug.com/858/Sign-Permits

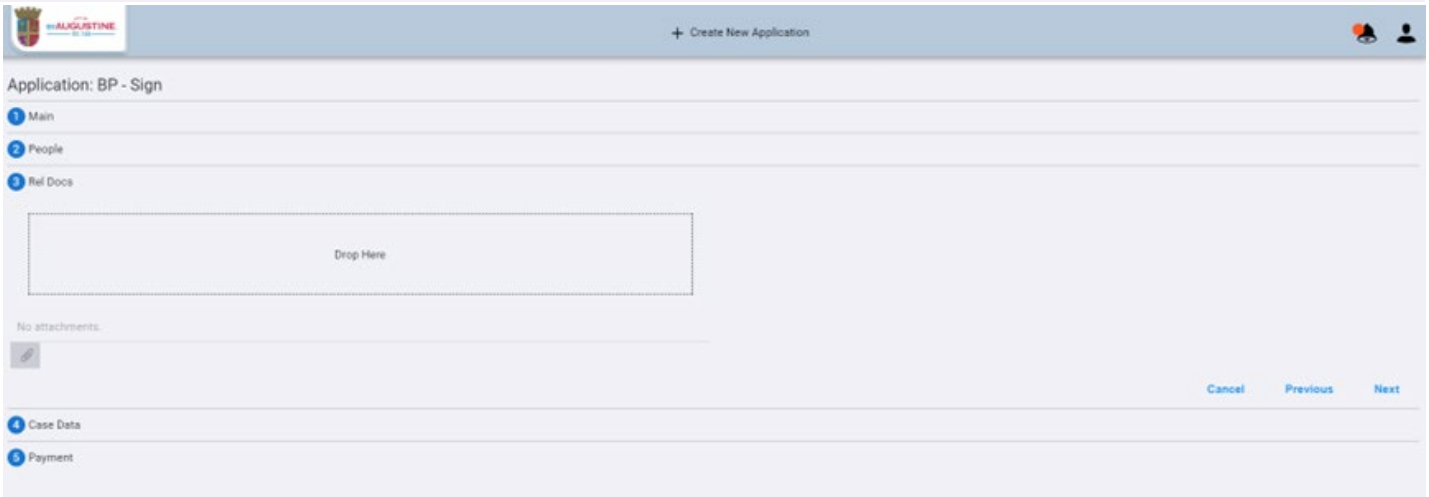


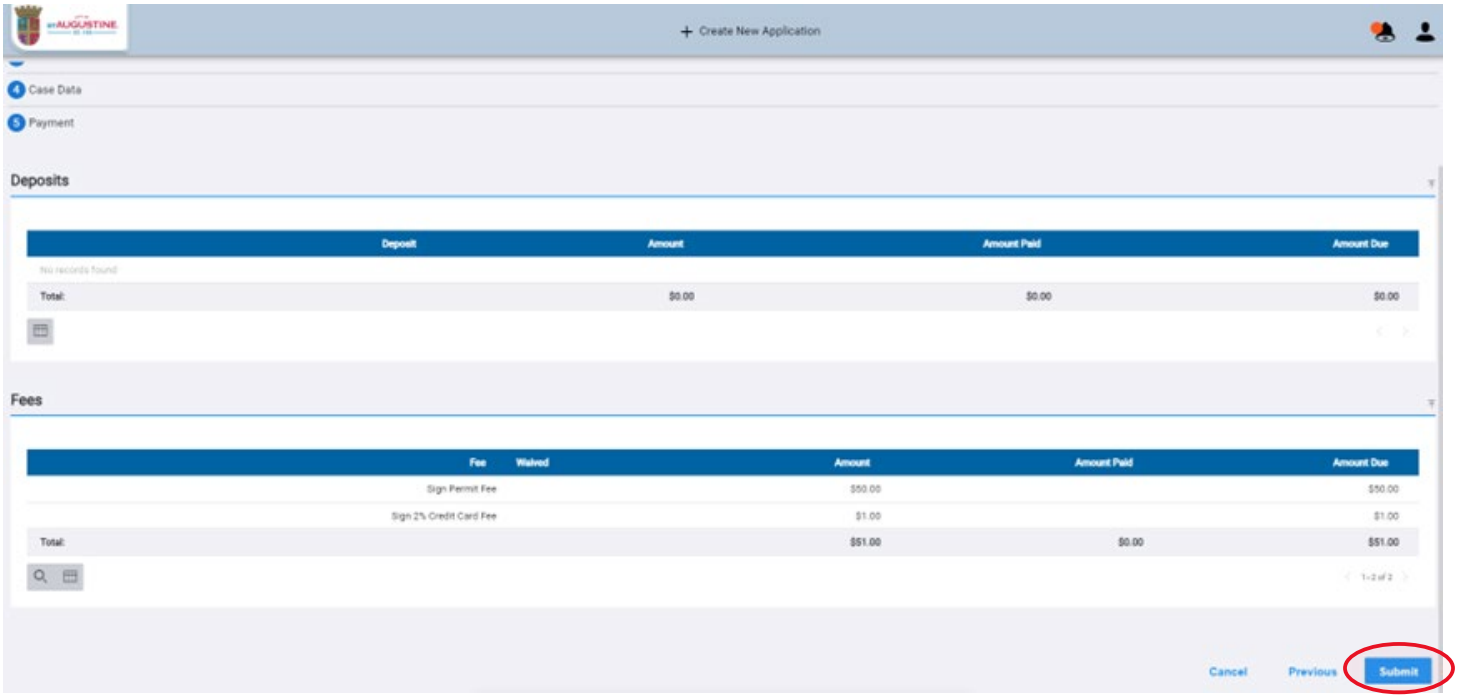
Click Begin Application

Step 4: Fill in application and attach required sign design drawing(s) and site plan (PDF format files only).

Pro Tip: Right-click links and choose: “open window in new tab” to avoid being redirected from your application. Once your application is started, you can save your progress!







You must press submit at the end of the application.
Payment will be addressed after the review by staff is complete.

Contact buildingpermits@citystaug.com with any questions, portal issues, or feedback.