



DEVELOPMENT
CONTROL FORMS

PERMANENT SIGNBOARD APPROVAL REQUEST

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

FOR OFFICIAL USE ONLY

TN- _____ File: ☐DLC ☐RC ☐AC ☐EC ☐GC ☐MP ☐DGC

Received By

Signature

Date

APPROVAL CHECKLIST

No	Description	✓	Remarks
1	CONTENTS		
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	SIZE		
2.1	5-10% from the elevation area		
2.2	Harmonic		
3	COLOR		
3.1	Corporate ID		
3.2	DWC color theme		
3.3	Pick & match		
4	REFLECTION AND MATERIAL		
4.1	No self-illumination		
4.2	No reflected material		
4.3	3D letters / indirect lighting		
5	LOCATION		
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 :