

## **SHOP DRAWING SPECIFICATIONS FOR LOGO BUSINESS PANEL**

Before any business panel is fabricated, the design, layout and color scheme shall be submitted to the WVDOH for approval. The sign manufacturer, on behalf of the business, shall submit to the WVDOH a shop drawing illustrating the business panel design layout. Included with this shop drawing shall be the following:

- Sign panel specifications (metal gauge and grade)
- Sign panel size (36" x 60" or 18" x 30") w/separate drawing for each size submitted.
- Appropriate scale (scale must be indicated on drawing)
- Sheeting material used (i.e.: High-Intensity Grade or any other WV Type II Sheeting approved for use by the WVDOH), including name of manufacturer and product identification number and color)
- Size of all text, including words, legend or symbols
- Ink specifications (i.e.: name of manufacturer and product identification number and color)
- Colors to be used on background, text, trademarks, symbols, art work, and borders
- Location data (i.e.: route, interchange number, or intersecting roadway)
- Name of sign fabricator
- Drawing and/or revision identification number including date.
- Sign quantity

A sample shop drawing is shown on page 15 for your information.

Submit drawings by letter or fax to:

Clyde W. Myers  
TODS/LOGO Coordinator  
West Virginia Department of Transportation  
Division of Highways  
Traffic Engineering Division  
1900 Kanawha Boulevard East, Building 5, Room A-550  
Charleston, West Virginia 25305-0430  
Telephone: (304) 558-3063  
Fax: (304) 558-1209

The designs will be reviewed by the WVDOH and evaluated based on the aforementioned criteria. Failure to include all required information will delay approval. The sign manufacturer will be notified of any revisions, corrections and/or changes required for approval. The business should not purchase any business panels until they have WVDOH written approval.