New Tenant Signage Checklist

Everything to plan for before opening your doors — courtesy of Sign Crew Co

Timeline tip: *Start your signage 4–6 weeks before your target opening date. That gives enough time for design, permitting, production, and installation without rushing your launch.*

EXTERIOR & STREET VISIBILITY

- [ ] Building / exterior sign
- [ ] Monument or street-facing sign (if applicable)
- [ ] Sign permit submitted to city and/or landlord
- [ ] Nighttime illumination confirmed

ADA & COMPLIANCE

- [ ] Suite / room ID signs
- [ ] Restroom signage
- [ ] Accessible parking signage
- [ ] Exit / life-safety signage
- [ ] No smoking signage

PARKING & WAYFINDING

- [ ] Parking signage
- [ ] Directional signage to entrance / suite

OPTIONAL UPGRADES

- [ ] Vehicle graphics
- [ ] Feature wall / dimensional lobby sign

WINDOWS & ENTRANCE

- [ ] Window graphics (branding, promotions)
- [ ] Door lettering / decals
- [ ] Hours of operation posted

INTERIOR

- [ ] Lobby or logo sign
- [ ] Interior directional / wayfinding signage
- [ ] Wall graphics or brand elements

OPENING DAY

- [ ] Grand-opening banner
- [ ] Promotional signage for launch week

One Company, Start to Finish

Design → Site Measurement → Production → Installation. We handle every item on this list in-house — no juggling separate vendors before your opening.

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