

EMC Permit and Content Planning Checklist

Prepare questions about potential permits, brightness, message behavior, content ownership, software access, and service planning.

1. Potential Permit and Property Review

Checklist Items & Site Inputs

- ☐ Does the property allow electronic message centers?
- ☐ Are local sign-code or zoning reviews expected?
- ☐ Are sign size, height, or display-area limits known?
- ☐ Are landlord, campus, district, or corridor criteria available?
- ☐ Has any permit review already started?

2. Brightness and Message Behavior

Checklist Items & Site Inputs

- ☐ Will automatic dimming or brightness management be needed?
- ☐ Are nighttime operation rules or restrictions known?
- ☐ Are motion, scrolling, flashing, or animation limited?
- ☐ Are message-change intervals or dwell-time rules relevant?
- ☐ Who manages settings after launch?

3. Content Governance

Checklist Items & Site Inputs

- ☐ Who creates public-facing messages?
- ☐ Who approves messages before they go live?
- ☐ Can messages expire automatically?
- ☐ Who removes outdated announcements?
- ☐ What messages are allowed during emergencies, closures, or events?

4. Software Ownership

Checklist Items & Site Inputs

- ☐ Who receives admin access?
- ☐ Are user roles or approval workflows needed?
- ☐ Will local teams need publishing rights?
- ☐ How is access updated when staff changes?
- ☐ Who handles training and support requests?

5. Service and Maintenance Access

Checklist Items & Site Inputs

- ☐ Can the sign be accessed safely for service?
- ☐ Who monitors display issues after launch?
- ☐ Who coordinates warranty or replacement work?
- ☐ Are power, controller, or connectivity issues routed clearly?
- ☐ Is the sign part of a broader maintenance plan?

6. Multi-location Governance

Checklist Items & Site Inputs

- ☐ Are standards needed across several locations?
- ☐ Will message rules vary by site?
- ☐ Who approves local exceptions?
- ☐ How will rollout status and support routing be tracked?
- ☐ Are replacement and refresh expectations documented?

Buyer note: This checklist helps organize review questions. It is not legal advice, sign-code interpretation, installation guidance, or approval assurance.