



SIGN PERMIT APPLICATION

DATE: _____

APPLICANT:

Address _____ Phone: _____

OWNER/LESSEE:

Address _____ Phone: _____

SIGN INSTALLER:

Address _____ Phone: _____

Sign Contractor Lic. # _____ Elec. Contractor Lic. # _____

PROPERTY LOCATION: Business name _____

Address _____ Zoning: _____

Map and Tax Lot No. _____

NEW SIGNAGE: Is this is an Electrical Sign? YES 9 NO 9 UL Label # _____

Freestanding _____ Height (pole+sign): _____ Re-face Only _____

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

(3) H _____ x W _____ = AREA _____

Attached

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

Directional

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

9 Temporary 9 Banner

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

(3) H _____ x W _____ = AREA _____

1 temporary sign per street frontage, they must be mounted flat against the building, they are allowed for 6 months in any 12 month period.

EXISTING SIGNAGE:

Freestanding _____ Height (pole+sign): _____

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

(3) H _____ x W _____ = AREA _____

Attached

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

Directional

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

9 Temporary 9 Banner

(1) H _____ x W _____ = AREA _____

(2) H _____ x W _____ = AREA _____

(3) H _____ x W _____ = AREA _____

Valuation of Proposed Project: _____

I certify that the information on this application is correct and I have read and understand this permit application.

Owner or Authorized Designee: _____ Date: _____

*** SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS ***

FOR OFFICE USE ONLY

INSPECTIONS REQUIRED: Footing 9 Electrical 9 Final 9

INVENTORY INSPECTION FINDINGS: _____

Enforcement Officer _____ Date: _____

SIGN PERMIT Planning Division _____ Date: _____

APPLICATION APPROVAL: Building Division _____ Date: _____

APPLICATION RECEIVED BY: _____

DATE RECEIVED: _____

SUBMIT THE FOLLOWING DRAWINGS WITH THIS APPLICATION:

- 2 COPIES OF SCALED, HARD-LINE DRAWINGS SHOWING THE PROPOSED SIGN ON THE BUILDING, INCLUDE DIMENSIONS. **PROVIDE A PLOT PLAN IF SIGN IS FREE-STANDING.**
- FOR FREESTANDING SIGNS MORE THAN 10 FEET OVERALL HEIGHT, ATTACH 2 COPIES OF SCALED, HARD-LINE DRAWINGS OF THE FOUNDATION; ENGINEERING AND WINDLOAD CALCULATIONS MAY BE REQUIRED.
- ELECTRICAL PERMITS ARE REQUIRED FOR ALL ELECTRICAL SIGNS.
- **THIS IS NOT A PERMIT.** A PERMIT WILL BE REQUIRED AFTER THE SIGN(S) HAS BEEN APPROVED FOR INSTALLATION. YOU ARE RESPONSIBLE FOR NOTIFYING THE BUILDING DIVISION FOR ALL INSPECTIONS INCLUDING FINAL INSPECTION AT:
450-6060