



SIGN PERMIT APPLICATION

APPLICANT: _____

Address _____ Phone _____

OWNER/LESSEE: _____

Address _____ Phone _____

Sign Contractor _____

Electrical Contractor _____

PROPERTY LOCATION Business Name _____

Address _____ Zoning _____

Map & Tax Lot No. _____

NEW SIGNAGE: Is this is an Electrical Sign? YES NO 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 _____

Temporary 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 _____

Temporary 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** **Electrical** **Final**

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