



# SIGN PERMIT APPLICATION

SIGN LOCATION Business Name \_\_\_\_\_

Address \_\_\_\_\_ Zoning \_\_\_\_\_

Map & Tax Lot No. \_\_\_\_\_ **Historic District? Y or N**

APPLICANT: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

OWNER/LESSEE: \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Sign Contractor \_\_\_\_\_

Electrical Contractor \_\_\_\_\_

NEW SIGNAGE: Is this an Electrical Sign?  YES  NO UL Label # \_\_\_\_\_

Freestanding  
(1) H \_\_\_ x W \_\_\_ = AREA \_\_\_\_\_  
(2) H \_\_\_ x W \_\_\_ = AREA \_\_\_\_\_  
(3) H \_\_\_ x W \_\_\_ = AREA \_\_\_\_\_  
Height (pole+sign): \_\_\_\_\_ Re-Face Only

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  
(1) H \_\_\_ x W \_\_\_ = AREA \_\_\_\_\_  
(2) H \_\_\_ x W \_\_\_ = AREA \_\_\_\_\_  
(3) H \_\_\_ x W \_\_\_ = AREA \_\_\_\_\_  
Height (pole+sign): \_\_\_\_\_

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:**

---

- # **FREESTANDING SIGNS UNDER 7' TALL** – 2 SETS OF PLANS DRAWN TO SCALE AND A SITE PLAN.
- # **FREESTANDING SIGNS OVER 7' TALL** – 2 SETS OF ENGINEERED PLANS DRAWN TO SCALE, INCLUDING CALCULATIONS AND A SITE PLAN.
- # **ATTACHED** – 2 SETS OF PLANS DRAWN TO SCALE, ATTACHMENT DETAILS AND A SITE PLAN. (ENGINEERING IF REQUIRED).
- # **ELECTRICAL PERMITS ARE REQUIRED FOR ALL ELECTRICAL SIGNS.**
- # **THIS IS NOT A PERMIT.** A PERMIT WILL BE ISSUED AFTER THE SIGN(S) HAS BEEN APPROVED FOR INSTALLATION. YOU ARE RESPONSIBLE FOR NOTIFYING THE BUILDING DIVISION AND SCHEDULING ALL INSPECTIONS INCLUDING FINAL INSPECTIONS AT: 541-450-6060.