



SIGN PERMIT APPLICATION

Permit # _____

**BUILDING PERMITS MAY ALSO BE REQUIRED
ONE SIGN PER APPLICATION-INCOMPLETE APPLICATIONS CANNOT BE PROCESSED**

For Office Use Only
Fee: **\$30.00** Receipt #: _____ Date Received: _____ Date Approved: _____

Address of Proposed Sign: _____

Name of Applicant: _____ Business Name: _____

Mailing Address: _____

Telephone: _____ Email: _____

Name of Contractor: _____ Address: _____

Telephone: _____ Email: _____

PROPOSED SIGN INFORMATION

- | | |
|--|---|
| 1. Type of Sign (Check Below)
New Sign: ____ Repair: ____ Repaint: ____ | 9. Height of Building: _____ |
| 2. Temporary Sign? YES NO | 10. Dimensions: _____
Total Square Feet: _____
<i>(Sign and logo dimensions only)</i> |
| 3. Wall Sign? YES NO | 11. Projecting Sign? YES NO |
| 4. Freestanding Sign: YES NO | 12. Wall Sign? YES NO |
| 5. Is sign illuminated? YES NO | 13. Monument Sign? YES NO |
| 6. Within Public Right-of-way? YES NO | 14. Electronic Message? YES NO |
| 7. Bracket Sign? YES NO | 15. Other _____ |
| 8. Building Frontage: _____ feet. | |

Dimensions: _____ Total Square Feet: _____

Type of material used in sign construction: _____

Is sign attached to building? _____ If yes, how will sign be attached: _____

****You must have a clearance from ground to bottom of sign of 10 feet.**

REQUIRED INFORMATION

Applicants must provide the following information. Incomplete applications cannot be processed

- Two pictures/drawings of the proposed sign, including dimensions
- Two pictures/drawings showing proposed sign placement
- Photographs and dimensions of all existing signs on site, including signs to be removed

Please note: Signs may not be displayed until payment has been made and permit has been issued.

APPLICANTS AFFIDAVIT:

I hereby certify that I have the authority to make the foregoing application, that the information is correct, and the construction will conform with all building and zoning regulations.

Signature: _____ Date: _____

City Use Only

SIGN PERMIT APPLICATION REVIEW

Application Complete?	YES	NO
Site Plan Included?	YES	NO
Nonconforming Sign?	YES	NO
Temporary Sign?	YES	NO
Exempt Sign?	YES	NO

Date Received: _____

Sign Type: _____

Prohibited Sign?	YES	NO
Building Permit Req'd?	YES	NO
Sign Illuminated?	YES	NO

ORDINANCE REVIEW

Zoning District: _____

Building Height: _____

Sign Height: _____

Sign Square Footage: _____

Clearance Under Sign: _____
 (Minimum clearance under sign must be at least 10 feet)

Sign Permitted?	YES	NO
-----------------	-----	----

Building Sign Area: _____ (sqft)

Sign Width: _____

Sign Setback: _____

Date of Approval: _____ Approving Official: _____

