711 Main Street
Grain Valley, MO 64029
816.847.6220
816.847.6206 fax
www.cityofgrainvalley.org

Sign Permit Application

Instructions: **TYPE OR PRINT CLEARLY, USE BLACK OR BLUE INK – NO PENCIL**
The applicant must fill out all applicable sections. This permit will not be processed if all required information is not provided. Please read all conditions on this application before signing. The property owner and/or licensed contractor must sign and date the application. If not applicable please write N/A (do not leave blank). When filling out addresses, please include St., Ave., Rd., Dr., etc. and zip code. A separate permit application is required for each sign or structure,. If necessary, provide directions to the site, location of work within property, and/or attach a map.

Business Name _____ Tel. No. _____

Valid Address for Sign _____

Type of Sign Construction: New ☐ Alter ☐ A completed sign permit checklist is attached: ☐

Type of Sign

☐ Wall ☐ Monument ☐ Projecting ☐ Banner ☐ Inflatable ☐ Other _____

☐ Single Faced ☐ Double Faced ☐ Other _____

☐ Non-Illuminated ☐ Illuminated **Type of Illumination** ☐ Internal ☐ External

☐ On-site Temporary Sign: ☐ Off-site Temporary Sign Desired Start Date: _____(not guaranteed)

Cost of Sign Construction **(Please Attach quote with application)** $_____

Freestanding Sign Height _____ft. _____in.

Sign Dimensions: Width: _____ft. _____in. Length: _____ft. _____in. Area: _____Sq.Ft.

Wall Dimensions: Width: _____ft. _____in. Length: _____ft. _____in. Area: _____Sq.Ft.

Setback from Property Lines: Front: _____ Side: _____ Rear: _____

Applicant: _____Signature: _____

Sign Company Name: _____ Tel. No.: _____

Mailing Address: _____ Zip Code: _____

E-mail (Optional): _____ Fax No.: _____

Name of Licensed Electrical Contractor (If Applicable): _____

Jackson County Electrical License Number (If Applicable):_____

OFFICE USE ONLY

Zoning: _____ Permit Number: _____Building Permit: ☐ Yes ☐ No

Permit Fee $ _____ Paid By: ☐ Cash ☐ Check No. _____Inspector Initial: _____

Date Approved: _____ Approved By: _____

Comments: _____

Checklist For Sign Permits

Notice: *Applications omitting any of the required information listed below will be deemed incomplete and will not be accepted. A completed checklist must accompany all sign permit applications.*

For Temporary Signs, Inflatable's and Banners:

☐ Provide a completed application, including all requested information not listed as being for "Office Use Only". A separate application is required for each sign.

☐ Provide a drawing or photograph of the temporary sign, complete with color, material and dimensions.

☐ For temporary signs and banners that are to be affixed to a wall, provide an elevation drawing or photo of the building, complete with labeled dimensions of the wall upon which the sign is to be placed. This should include the *entire* wall. Tenant spaces in multi-tenant buildings need only include the portion of wall occupied by the business applying for the sign.

For signs or inflatable's that are to be placed separate from the building, provide a site plan or aerial photograph of the site, including labeled distances of the proposed placement and property lines.

For Permanent Signs:

☐ Provide a completed application, including all requested information not listed as being for "Office Use Only". A separate application is required for each sign.

☐ Provide two sets of all required information.

☐ Provide a detailed drawing of the sign and any supporting structures, including dimensions, colors, materials and methods of illumination.

☐ For signs attached to buildings, provide a scaled elevation of the wall showing the proposed placement of the sign. Elevations should include detailed dimensional information of the entire wall upon which the sign is to be placed, and shall not be hand-drawn.

For detached signs, provide a detailed site plan, drawn to scale, showing the proposed placement of the sign on the property. Distances to adjacent property lines shall be clearly labeled. Hand-drawn depictions of the property will not be accepted.

☐ Provide a cost estimate for the construction of the proposed sign. If one estimate is provided for several signs, each requested sign should have an itemized cost.

☐ The installation of wiring or other electrical apparatus shall be done by a licensed electrical contractor, including replacement or maintenance involving disconnection/reconnection or wiring.