



### 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  Alteration

**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: (Fee \$35.00)  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: \_\_\_\_\_

Business license number: \_\_\_\_\_ Sign Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-mail (Optional): \_\_\_\_\_ Fax No.: \_\_\_\_\_

Name of Licensed Electrical Contractor (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.

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## **For Temporary Signs, Inflatables, 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.

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## **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 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.
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