



PERMIT NUMBER \_\_\_\_\_

# Sign Permit Application

## SIGN PERMIT APPLICANT:

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### If the Applicant is a tenant, the property owner must agree to and sign the following:

*I hereby grant permission for the construction, operation, maintenance, modification, or display of the proposed sign or sign structure as described in this application.*

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Property Owner \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## CONTRACTOR INSTALLING THE SIGN, if any:

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

## PROPERTY WHERE THE SIGN IS TO BE INSTALLED:

Name \_\_\_\_\_

Physical Address/Legal Description \_\_\_\_\_

Phone Number \_\_\_\_\_

DATE ON WHICH THE SIGN IS TO BE INSTALLED: \_\_\_\_\_

ZONING DISTRICT IN WHICH THE PROPOSED SIGN WILL BE LOCATED (if in the City Limits): \_\_\_\_\_

**VARIANCE:** Will a variance be requested or has one been approved?  Yes  No  
If so, attach variance request letter or information regarding approved variance.

**SIGN DESCRIPTION:**

- Type of Sign:** Awning Banner Canopy Changeable Copy Community Service
- Concession Trailer Construction/Development Directory Hanging
- Ingress/Egress Menu Board Mobile Service Provider Monument Sign-Multi-Unit
- Monument Sign-Single Monument Sign-Subdivision Non-governmental Flag
- Pole  Private Traffic Control Projecting Real Estate Special Event Wall
- Window  Other \_\_\_\_\_

**Surface Area of Sign:** \_\_\_\_\_

**Height of Sign:** \_\_\_\_\_

**Location of Sign on Property:** \_\_\_\_\_

**Will the sign be electrical or illuminated?**  Yes  No

**Sign Materials:** \_\_\_\_\_

**ATTACH AN ILLUSTRATION THAT SHOWS THE FOLLOWING:**

- All existing signs displayed on the property;
- The location (indicate location on site plan, survey or plat of property; show setbacks and easements), height, and size of any proposed signs;
- The items of information proposed to be displayed;
- The percentage of the signable area covered by the proposed signs, if applicable;
- Specifications for the construction or display of the sign, including the materials to be used in the construction of the sign and/or sign structure; and
- Specifications for any internal or indirect illumination of the sign.

\*\*\*\*\*Below Information is to be completed by City Staff\*\*\*\*\*

**APPLICATION RECEIVED BY:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FEES PAID:** Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_  Cash  Check

**APPLICATION REVIEW REQUIRED BY BUILDING INSPECTOR:**  Yes  No

**CONSTRUCTION TO BE INSPECTED BY THE CITY'S:**

Building Inspector  Sign Administrator for the following:

Pre-pour of Concrete Slab  Electrical  Completed Construction

**SIGN IS:**  LEGAL/CONFORMING  NONCONFORMING (explain) \_\_\_\_\_

\_\_\_\_\_

**VARIANCE GRANTED:**  No  Yes Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGN PERMIT APPLICATION APPROVED BY:**

\_\_\_\_\_ Date \_\_\_\_\_  
Michelle Fischer, Sign Administrator

**SIGN PERMIT NUMBER** \_\_\_\_\_

**PERMIT EXPIRATION DATE, if applicable** \_\_\_\_\_

**Commencement of Construction:** If the authorized sign work does not commenced within 6 months of the date the permit is issued, the permit automatically expires.

**Completion:** If the authorized sign work is not completed within 9 months of the date the permit is issued, the permit automatically expires.

**COMPLETED CONSTRUCTION INSPECTION:**

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_  PASSED  FAILED

**Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_