

**APPLICATION FOR SIGN PERMIT**  
**IMPORTANT – Applicant must complete all items**

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**Location of Building** \_\_\_\_\_ **Zoning District** \_\_\_\_\_

**Subdivision** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Lot Size** \_\_\_\_\_

**SIGN TYPE**

\_\_\_\_ Wall Sign, Canopy, Projecting Sign, Changeable Copy

Sign #1 Size - Width \_\_\_\_\_  
Height \_\_\_\_\_

Sign #2 Size – Width \_\_\_\_\_  
Height \_\_\_\_\_

Width and height of wall to which the sign is to be attached

Width \_\_\_\_\_  
Height \_\_\_\_\_

\_\_\_\_ Freestanding Sign (Pole, Monument)

Sign #1 Width \_\_\_\_\_  
Height \_\_\_\_\_  
Overall Height from Grade \_\_\_\_\_

Sign #2 Corner Lot Only  
Width \_\_\_\_\_ Height \_\_\_\_\_  
Overall Height from Grade \_\_\_\_\_

\_\_\_\_ Directional and Traffic Control Signs

Width \_\_\_\_\_  
Height \_\_\_\_\_  
Overall Height from Grade \_\_\_\_\_

\_\_\_\_ Roof Sign

Width \_\_\_\_\_  
Height \_\_\_\_\_  
Overall height from roof \_\_\_\_\_

**COST**

Electrical \$ \_\_\_\_\_  
All other cost (including labor & material) \$ \_\_\_\_\_

**PRINCIPAL TYPE OF SIGN STRUCTURE**

\_\_\_\_\_ Masonry  
\_\_\_\_\_ Wood  
\_\_\_\_\_ Structural Steel  
\_\_\_\_\_ Reinforced Concrete  
\_\_\_\_\_ Other –Specify \_\_\_\_\_

\_\_\_\_\_

## ITEMS TO BE INCLUDED WITH APPLICATION

Site Plan

Building elevation

Drawing of Sign

All of the above to include dimensions

Architectural drawings with all loading, foundation design and other details as necessary.

## IDENTIFICATION – Must be complete by all applicants

	Name	Mailing Address	Telephone
Owner or Lessee	_____	_____	_____
General Contractor	_____	_____	_____
Sub Contractor	_____	_____	_____

\_\_\_\_\_  
Print Name of Applicant

Signature of Applicant	Address	Date
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I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent **AND WE AGREE TO CONFORM TO ALL APPLICABLE LAWS AND CODES OF THIS JURISDICTION.**

## NOTES AND DATA – For Department Use Only

**NOTES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VALIDATION – For Department Use Only

Building Permit Number \_\_\_\_\_ Date Issued \_\_\_\_\_ Building Permit Fee \$ \_\_\_\_\_

Approved By: \_\_\_\_\_, Title \_\_\_\_\_

## ZONING PLAN EXAMINERS NOTES

District \_\_\_\_\_ Use \_\_\_\_\_ Set Back from Property Line \_\_\_\_\_ Overall Height \_\_\_\_\_

Front Yard \_\_\_\_\_ Side Yard \_\_\_\_\_ Variance \_\_\_\_\_

Notes: \_\_\_\_\_