

## **FACE CHANGE ONLY - SIGN PERMIT CHECKLIST**

### **Complete These Forms**

- St. Louis County / Municipal Zoning Approval for Permit Application
- Sign Permit Worksheet

### **Present These Documents**

- Two (2) copies of site plan that:
  - Is drawn to Scale (example: 1"=30'-0") and the scale indicated on site plan
  - Shows a north arrow
  - Shows the shape of the parcel and the parcel dimensions
  - Shows the street names abutting the parcel
  - Shows the shape of the main building and the building dimensions
  - Shows the dimensioned location of the main building on the parcel
  - Shows the parking spaces and indicates the handicapped parking spaces
  - If a multi-tenant building, indicates your tenant space and dimensions
  - Shows location of the sign
- Approval from Building Owner
- Two (2) drawings that:
  - Show the dimensions of the sign
  - Show the wording and graphics on the sign
  - Indicate the colors used on the sign
  - Describe the sign material

### **Pay These Fees** (due prior to processing)

- \$1.00 per square foot for each sign face (minimum fee of \$10.00 per face) plus a \$15.00 processing fee for each permit

# ST. LOUIS COUNTY / MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION

Application Date: _____	Permit No.: _____
Dep \$ _____ Fee \$ _____	Total: _____
Payment Method: _____	
Deposit Refund Date: _____	

**CITY OF FENTON, 625 New Smizer Mill Road, Fenton, MO 63026**

**PLEASE PRINT**

**PROJECT INFORMATION:**

Project Address: \_\_\_\_\_  
 Tenant Name: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Property Owner Name  
& Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Prop. Owner Phone No.:* \_\_\_\_\_

Applicant Name & Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Applicant Phone No.:* \_\_\_\_\_  
*Applicant Fax No.:* \_\_\_\_\_

**Municipal and St. Louis County Approval:**

**Municipal Approval Only:**

<input type="checkbox"/> New Construction	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Grading/Excavation
<input type="checkbox"/> Additions	<input type="checkbox"/> Occupancy	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Mechanical (exterior units)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Demolition	
<input type="checkbox"/> Interior Finish/Remodel	<input type="checkbox"/> Other: _____	

Is this project located in a Flood Plain? No: \_\_\_\_\_ Yes: \_\_\_\_\_ Rating: \_\_\_\_\_

Value of construction: \$  

**Applicant Signature** \_\_\_\_\_  
**Print Name** \_\_\_\_\_

Note: Applicants for building permits must submit this form with four (4) copies of the site plan approved, signed and dated by the municipal official at the time the building permit application is submitted to St. Louis County, Department of Public Works.

Zoning Classification:	Approved:	Not approved:
Comments:		
Zoning Signature:		Date:
<i>Community Development Director</i>		

ST. LOUIS COUNTY PERMIT APPLICATION NUMBER: \_\_\_\_\_

PERMIT NO.
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## SIGN WORKSHEET

Qty. of Existing Signs: \_\_\_\_\_ Qty. of Proposed New Signs: \_\_\_\_\_ TOTAL QTY. of Signs after this project: \_\_\_\_\_

Erected By: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Wording for Proposed Sign: \_\_\_\_\_

Type of Sign: Business: \_\_\_\_\_ Advertising: \_\_\_\_\_ Size: \_\_\_\_\_ Sq. Ft.: \_\_\_\_\_

Illuminated: Y N Number of Faces: \_\_\_\_\_ Materials: \_\_\_\_\_

*NOTE: Electrical signs must be connected by a licensed electrician who shall obtain all necessary permits.*

**Pole Sign:** Setback From Street, Road or Lot Line \_\_\_\_\_ Feet Clearance From Finished Grade: \_\_\_\_\_ Feet

**Wall Sign:** **Sign on one wall only:** Signs shall not exceed a total of fifteen percent (15%) of the side of the building or unit to which they are attached, or a maximum of 150 square feet. (exceptions in Ch 485 of Fenton Code)

To calculate the maximum allowable sign on one face of the building only:

Height of wall \_\_\_\_\_ x Width of wall \_\_\_\_\_ = \_\_\_\_\_ x 15% = \_\_\_\_\_  
Allowable sq ft for sign

Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft. \_\_\_\_\_  
Cannot exceed allowable sq ft

**Sign on more than one wall:** Where more than one side of a building or unit is used for signing, then the limitation shall be five percent (5%) for each side used (maximum of 150 square feet). For exceptions see Ch 485 in Fenton Code.

To calculate the maximum allowable sign where more than one face of the building is signed:

Height of wall \_\_\_\_\_ x Width of wall \_\_\_\_\_ = \_\_\_\_\_ x 5% = \_\_\_\_\_  
Allowable sq ft for sign

Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft. \_\_\_\_\_  
Cannot exceed allowable sq ft

**Ground Sign:** Setback From Street, Road or Lot Line: \_\_\_\_\_ Feet Clearance From Finished Grade: \_\_\_\_\_ Feet  
Dimension of Building sign is in front of: Height: \_\_\_\_\_ Width: \_\_\_\_\_

**Window Sign:** Window Size: \_\_\_\_\_ Temporary: \_\_\_\_\_ Permanent: \_\_\_\_\_

**Banner:** Banners shall not exceed ten percent (10%) of the surface area of the building wall of which they are in front of, or relate to, or 150 sq. ft. maximum

To calculate the maximum allowable banner size:

Height of wall \_\_\_\_\_ x Width of wall \_\_\_\_\_ = \_\_\_\_\_ x 10% = \_\_\_\_\_  
Allowable sq ft for banner

Height of banner \_\_\_\_\_ x Width of banner \_\_\_\_\_ = Total sq. ft. \_\_\_\_\_  
Cannot exceed allowable sq ft

Clearance From Finished Grade: \_\_\_\_\_ Dates Banner Up: From: \_\_\_\_\_ To: \_\_\_\_\_

**Balloon:** Dates Balloon Will be Up: From: \_\_\_\_\_ To: \_\_\_\_\_

Location of Balloon: \_\_\_\_\_ Source of Electric: \_\_\_\_\_

Barricade method: \_\_\_\_\_ Balloon Height: \_\_\_\_\_

I certify that the above information is correct:

\_\_\_\_\_  
Signature of Owner of Building and/or  
Ground on Which Sign is to be Located

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name (Applicant)