



SIGN PERMIT APPLICATION

Permit Number: S _____ - _____

Fee: **\$30.00** _____

Sign Owner: _____ Email: _____

Sign Owner Address: _____

_____ Phone: _____

Sign Owner Mailing Address: _____

Street Address of Sign: _____

Building or Complex Name: _____

Property Owner: _____

Property Owner Address: _____

Sign Contractor: _____ Phone: _____

Sign Description:

Height: _____ Width: _____

Face Material: _____ Frame Material: _____

Type of Sign (wall, free standing): _____

Location on Property/Building (provide site/location plan): _____

Lighting (interior/exterior - indicate on plan): _____

Sign Valuation: \$ _____

All sign permit applications must be accompanied by the following:

1. One detailed drawing, drawn to scale, containing complete plans and specifications which indicate the method of construction and anchoring to the building or ground. The total area of the proposed sign in square feet. The height of the proposed advertising structure from ground level.
2. The sign elevation which must indicate overall colors, materials, proposed copy and illumination.
3. A site plan which shall indicate all signs existing or proposed for the site with dimensions, colors, materials, copy, and/or illumination for each sign. Photos accepted.
4. Building elevations with signs depicted. Photos accepted.

Incomplete applications will not be accepted.

Existing Signage at Same Location? _____ Yes _____ No

If yes, describe (include size and location - photos are helpful): _____

Applicant's Signature: _____

FOR OFFICE USE ONLY

Date Received: _____ Business License(s)? _____ Existing Signage? _____

Authorized Signature: _____ Date Approved: _____