



APPLICATION FOR SIGN PERMIT

Fee: \$40.00 per sign (\$30.00 non-refundable deposit to accompany application) **Reference:** Municipal Code - Chapter 415

INSTRUCTIONS:

Type or print in ink only and fill out completely. Please consider that an incomplete application can cause unnecessary delays in the permit process. *We also require three sets of plans depicting the location of the sign, building elevations, dimensions of sign, etc.* Your application will be reviewed by the appropriate officials and upon approval, you will be notified with the requirements for obtaining your permit paperwork.

DATE: _____ APPLICANT: _____

COMPANY: _____

ADDRESS: _____ CITY: _____

STATE-ZIP: _____ PHONE #: _____

SIGN COMPANY: (Attn: _____)

ADDRESS: _____ CITY: _____

STATE-ZIP: _____ PHONE #: _____

SIGN OWNER: _____ COST OF SIGN:\$ _____

SIGN ADDRESS: _____ LOT #: _____ BLOCK #: _____

TYPE OF SIGN: (Please check all that apply)

- Commercial Residential Multi-tenant
- Illuminated Non-illuminated Advertising (Billboard)
- Pole Sign* Wall Sign Window Sign
- *Height of Pole Sign above grade: _____ Other _____

Height of sign face: _____ Length of sign face: _____ Width of sign face: _____ Square Feet: _____

SIGNATURE OF APPLICANT: _____

FOR OFFICIAL CITY USE ONLY

Permit #: _____ Conditional Use: Yes or No Date Received: _____

Owner Approval: _____ Certificate of Insurance Yes or No Deposit Paid: Yes or No

Building Commissioner (sign & date): _____ Copy Fee (10¢ each): _____

Resubmit _____ Permit Fee Balance: \$ _____

Disapproved as noted on drawings: _____ Total: \$ _____

Approved as noted on drawings: _____