



# SIGN PERMIT APPLICATION

## BUILDING INSPECTIONS

RECEIVED DATE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

PROJECT / BUSINESS NAME \_\_\_\_\_

ON-SITE STREET ADDRESS \_\_\_\_\_

### SIGN TYPE

- |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Wall        | <input type="checkbox"/> Development | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Monument    | <input type="checkbox"/> Banner      | <input type="checkbox"/> Freestanding  |
| <input type="checkbox"/> Pylon       | <input type="checkbox"/> Portable    | <input type="checkbox"/> Other: _____  |
| <input type="checkbox"/> Directional | <input type="checkbox"/> Canopy      |  |

### DESCRIPTION OF WORK

Square Footage of Sign \_\_\_\_\_ Height of Sign \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### CONTRACTOR INFORMATION

Organization Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Owner Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

Signature of Permit Applicant \_\_\_\_\_ Please Print Name \_\_\_\_\_

Released for Construction \_\_\_\_\_

Date \_\_\_\_\_

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### **SUBMITTAL CHECKLIST**

The City has in effect the 2018 International Codes and the 2017 National Electrical Code. Please refer to these documents for preparation of your plans.

*Please allow minimum of (10) working days for review.*

The permit becomes null and void if work or construction authorized is not commenced within 180 days or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

**\*Submit (2) hard copies including the following:**

□ **SIGN PLANS**

- Sign to scale, height, width and area dimensions labeled
- Materials labeled
- Exact wording, symbols, logo, & colors
- Label distance from building edge or lease space edge if attached
- Location on building if attached
- Provide building façade/ elevation area if attached
- Other information as required by city ordinance

□ **SITE PLAN**

- Location on property if detached
- Show all streets, intersections, easements, and adjacent property if detached
- Label distance from property line if attached
- All other existing signs on site shown and labeled