



# Sign Permit

Job Site Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Property Owner

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone# \_\_\_\_\_

Company Name: \_\_\_\_\_ Owner Contractor Yes  No

\*\*\*\*\* Attached and Detached signs are separate permits but this form can be used for both\*\*\*\*\*

Application to (circle): Erect New Change Faces Maintenance Altering

**1. ATTACHED SIGN TYPES (circle all that apply):** Wall Roof Marquee Awning **Projecting**

2. Number of signs: \_\_\_\_\_ (this sign type requires DRA approval in B-5)

3. List total square footage of each sign and dimensions: Total Square Footage of all signs: \_\_\_\_\_  
List all signs that are to remain and new signage:

1.	
2.	
3.	
4.	
5.	
6.	

4. Height of building that signage is or will be attached: \_\_\_\_\_.

5. Distance sign will extend above roofline: \_\_\_\_\_.

6. List the total linear footage of building frontage: \_\_\_\_\_.

7. Distance Marquee or Awning will extend from wall face: \_\_\_\_\_.

8. Have plans for Awning been submitted to Building Dept. (circle): yes no

9. Will this sign be an LED type sign? (circle) yes no

Project Cost \_\_\_\_\_

**1. DETACHED SIGN TYPES (circle all that apply):** Business Center Single business Directional Billboard

2. Number of signs \_\_\_\_\_

3. List all signs that are to remain and new signage:  
Total sign height: Total Square Footage: Setback from property lines: Distance from other signs on lot:

1.			
2.			
3.			
4.			
5.			

4. List the total linear road frontage (in feet) that the signs are or will be located.

1.	2.	3.	4.
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5. Will this be a LED type sign? (circle) yes no

Project Cost \_\_\_\_\_

**\*ALL NEW AND NONCONFORMING SIGNS REQUIRE A SURVEY**

**\*ALL NEW AND ALTERED DETACHED SIGNS MUST HAVE AN ENGINEERED STAMPED FOOTING DETAIL OR PROOF OF MEETING WINDLOAD REQUIREMENTS.**

**\* SIGNS THAT DO NOT HAVE EXISTING POWER WILL NEED AN ELECTRICAL PERMIT**

**\*A GRAPHICAL REPRESENTATION OF THE SIGN IS REQUIRED**

**\*\*Failure to obtain necessary inspections and approvals will result in sign permit being void and sign(s) erected pursuant thereto subject to removal\*\*\*\***

I herby certify that I have read and examined this application and know the same to be true and correct. All the provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Permit # _____
Initials _____