



SIGN PERMIT APPLICATION

DATE: \_\_\_\_\_

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

PERMIT FEE: \$20.00

TEMPORARY SIGN AT? (Location): \_\_\_\_\_

Zoning District \_\_\_\_\_ Mile Marker \_\_\_\_\_

PERMANET SIGN AT? (Location): \_\_\_\_\_

APPLICATION FOR (Please mark as appropriate)

On-Premise \_\_\_\_\_

Building Sign \_\_\_\_\_

Free Standing \_\_\_\_\_

Off-Premise \_\_\_\_\_

Billboard \_\_\_\_\_

Other \_\_\_\_\_

Change of Copy \_\_\_\_\_

On Existing Sign \_\_\_\_\_

SIGN INFORMATION (Please Complete Required Information)

1. DIMENSIONS OF SIGN(S)

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_

2. SETBACK FROM PROPERTY LINE \_\_\_\_\_ FT (For Freestanding Signs)

3. MAXIMUM HEIGHT \_\_\_\_\_ FT MINIMUM HEIGHT \_\_\_\_\_ FT (For Freestanding Signs)

4. EXISTING SIGN AREA ON PREMISE \_\_\_\_\_ (sq ft) - (Building & Freestanding Signs)

5. WILL SIGN BE ILLUMINATED? \_\_\_\_\_ HAVE MOVING ELEMENTS? \_\_\_\_\_

IF YES, PLEASE EXPLAIN:

\_\_\_\_\_

6. SIGN WILL PERMANENTLY ANCHORED TO GOURND \_\_\_\_\_, BUILDING \_\_\_\_\_, IF OTHER PLEASE EXPLAIN

\_\_\_\_\_

\_\_\_\_\_

7. SIGN OWNER: \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_



8. PROPERTY OWNER: \_\_\_\_\_ ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

9. SIGN ERECTOR: \_\_\_\_\_ ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

10. TOTAL SIGN VALUE: \_\_\_\_\_

*I hereby acknowledge that this application is correct and I agree to comply with all city ordinances regarding signs. I understand that this sign should not be erected without full knowledge and agreement of the property owner. I further understand that the issuance of this permit shall not prevent zoning enforcement from thereafter requiring correction of violations. Finally, I understand that this permit is not valid until the fee is paid and that work under this permit must be completed within six (6) months or the permit must be renewed.*

**SIGNATURE OF PERMITTEE** \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE ONLY**

Disapproval

Approval

**BUILDING OFFICIAL SIGNATURE:** \_\_\_\_\_

**COMMENTS:**

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

Disapproval

Approval

**CLERK SIGNATURE:** \_\_\_\_\_

**COMMENTS:**

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