



PERMIT NUMBER _____

Sign Permit Application

SIGN PERMIT APPLICANT:

Name _____

Mailing Address _____

Telephone Number _____ Email Address _____

If the Applicant is a tenant, the property owner must agree to and sign the following:

I hereby grant permission for the construction, operation, maintenance, modification, or display of the proposed sign or sign structure as described in this application.

Signature of Property Owner _____ Date _____

Printed Name of Property Owner _____

Telephone Number _____ Email Address _____

CONTRACTOR INSTALLING THE SIGN, if any:

Name _____

Address _____

Telephone Number _____ Email Address _____

PROPERTY WHERE THE SIGN IS TO BE INSTALLED:

Name _____

Physical Address/Legal Description _____

Phone Number _____

DATE ON WHICH THE SIGN IS TO BE INSTALLED: _____

ZONING DISTRICT IN WHICH THE PROPOSED SIGN WILL BE LOCATED (if in the City Limits): _____

VARIANCE: Will a variance be requested or has one been approved? Yes No
If so, attach variance request letter or information regarding approved variance.

SIGN DESCRIPTION:

Type of Sign: Awning Canopy Changeable Copy Concession Trailer

Directional Directory Hanging Menu Board Mobile Service Provider

Monument Sign-Multi-Unit Monument Sign-Single Monument Sign-Subdivision

Nongovernmental Flag Private Traffic Control Projecting Sidewalk Wall

Window Other _____

Surface Area of Sign: _____

Height of Sign: _____

Location of Sign on Property: _____

Will the sign be illuminated internally or externally? Yes No

If yes, submit electrical specifications.

Sign Materials: _____

ATTACH AN ILLUSTRATION/DOCUMENTATION THAT SHOWS THE FOLLOWING:

- All existing signs displayed on the property;
- The location (indicate location on site plan, survey or plat of property; show setbacks and easements), height, and size of any proposed signs;
- The items of information proposed to be displayed;
- The percentage of the signable area covered by the proposed signs, if applicable;
- Specifications for the construction or display of the sign, including the materials to be used, including sign base/slab details; and
- Electrical specifications for any internal or indirect illumination of the sign.

A sign permit application shall not be deemed administratively complete and processed until all required information is provided by the applicant.

*****Below Information is to be completed by City Staff*****

APPLICATION RECEIVED BY: _____ **Date:** _____

FEES PAID: Amount \$ _____ Date Paid _____ Cash Check

APPLICATION REVIEW REQUIRED BY BUILDING INSPECTOR: Yes No

CONSTRUCTION TO BE INSPECTED BY THE CITY'S:

Building Inspector Sign Administrator for the following:

Pre-pour of Concrete Slab Electrical Completed Construction

SIGN IS: LEGAL/CONFORMING NONCONFORMING (explain) _____

VARIANCE GRANTED: No Yes Conditions: _____

SIGN PERMIT APPLICATION APPROVED BY:

_____ Date _____
Michelle Fischer, Sign Administrator

SIGN PERMIT NUMBER _____

PERMIT EXPIRATION DATE, if applicable _____

Commencement of Construction: If the authorized sign work does not commenced within 6 months of the date the permit is issued, the permit automatically expires.

Completion: If the authorized sign work is not completed within 9 months of the date the permit is issued, the permit automatically expires.

COMPLETED CONSTRUCTION INSPECTION:

Inspected by: _____ Date _____
Signature

Printed Name: _____ PASSED FAILED

Comments _____
