



SIGN PERMIT APPLICATION

DATE: _____

APPLICANT:
Address _____ Phone: _____

OWNER/LESSEE:
Address _____ Phone: _____

SIGN INSTALLER:
Address _____ Phone: _____
Sign Contractor Lic. # _____ Elec. Contractor Lic. # _____

PROPERTY LOCATION: Business name _____
Address _____ Zoning: _____
Map and Tax Lot No. _____

NEW SIGNAGE: Is this is an Electrical Sign? YES 9 NO 9 UL Label # _____

Freestanding	(1) H ___ x W ___ = AREA _____	Height (pole+sign): _____	Re-face Only _____
	(2) H ___ x W ___ = AREA _____	_____	9
	(3) H ___ x W ___ = AREA _____	_____	9
Attached	(1) H ___ x W ___ = AREA _____		9
	(2) H ___ x W ___ = AREA _____		9
Directional	(1) H ___ x W ___ = AREA _____		9
	(2) H ___ x W ___ = AREA _____		9
9 Temporary	9 Banner		
	(1) H ___ x W ___ = AREA _____		
	(2) H ___ x W ___ = AREA _____		
	(3) H ___ x W ___ = AREA _____		

1 temporary sign per street frontage, they must be mounted flat against the building, they are allowed for 6 months in any 12 month period.

EXISTING SIGNAGE:

Freestanding	(1) H ___ x W ___ = AREA _____	Height (pole+sign): _____
	(2) H ___ x W ___ = AREA _____	_____
	(3) H ___ x W ___ = AREA _____	_____
Attached	(1) H ___ x W ___ = AREA _____	
	(2) H ___ x W ___ = AREA _____	
Directional	(1) H ___ x W ___ = AREA _____	
	(2) H ___ x W ___ = AREA _____	
9 Temporary	9 Banner	
	(1) H ___ x W ___ = AREA _____	
	(2) H ___ x W ___ = AREA _____	
	(3) H ___ x W ___ = AREA _____	

Valuation of Proposed Project: _____

I certify that the information on this application is correct and I have read and understand this permit application.
Owner or Authorized Designee: _____ Date: _____

*** SEE REVERSE SIDE FOR SUBMITTAL REQUIREMENTS ***

FOR OFFICE USE ONLY

INSPECTIONS REQUIRED: Footing 9 Electrical 9 Final 9

INVENTORY INSPECTION FINDINGS: _____

Enforcement Officer _____ Date: _____

SIGN PERMIT Planning Division _____ Date: _____
APPLICATION APPROVAL: Building Division _____ Date: _____

APPLICATION RECEIVED BY: _____ **DATE RECEIVED:** _____

SUBMIT THE FOLLOWING DRAWINGS WITH THIS APPLICATION:

- 2 COPIES OF SCALED, HARD-LINE DRAWINGS SHOWING THE PROPOSED SIGN ON THE BUILDING, INCLUDE DIMENSIONS. **PROVIDE A PLOT PLAN IF SIGN IS FREE-STANDING.**
- FOR FREESTANDING SIGNS MORE THAN 10 FEET OVERALL HEIGHT, ATTACH 2 COPIES OF SCALED, HARD-LINE DRAWINGS OF THE FOUNDATION; ENGINEERING AND WINDLOAD CALCULATIONS MAY BE REQUIRED.
- ELECTRICAL PERMITS ARE REQUIRED FOR ALL ELECTRICAL SIGNS.
- **THIS IS NOT A PERMIT.** A PERMIT WILL BE REQUIRED AFTER THE SIGN(S) HAS BEEN APPROVED FOR INSTALLATION. YOU ARE RESPONSIBLE FOR NOTIFYING THE BUILDING DIVISION FOR ALL INSPECTIONS INCLUDING FINAL INSPECTION AT:
541-450-6060