



Permit Number:

Application for Sign Permit

Site Address: _____

Tenant: Name: _____ Business Name: _____
 Address: _____
 City/State/Zip: _____
 Phone # _____ Email: _____

Property Owner: Name: _____ Business Name: _____
 Address: _____
 City/State/Zip: _____
 Phone # _____ Email: _____

Sign Agent: Name: _____ Business Name: _____
 Address: _____
 City/State/Zip: _____
 Phone # _____ Email: _____

- Type of Sign (Check all that apply)**
- Permanent Sign
 - Identification Sign
 - Awning, Canopy, or Marquee Sign
 - Temporary Sign
 - Incidental Sign
 - Ground Sign
 - Off-Premises Sign
 - Inflatable Sign
 - Elevated Sign
 - On-Premises Sign
 - Name Plate Sign
 - Monument Sign
 - Project Entrance Sign
 - Stand Alone Sign (temporary)
 - Animated Sign
 - Real Estate Sign
 - Projecting Sign
 - Attention Attracting Device
 - Temporary Event Sign(s)
 - Roof Sign Elevated/Projecting
 - Banner/Fabric Message Display Describe Event _____
 - Roof Sign - Flush Mounted
 - Billboard _____
 - Wall Sign
 - Bulletin Board Sign _____
 - Window Sign
 - Construction Sign
- Other: _____ Electronic Message Board Yes No
- Entrance/Exit Sign
- Building Permit Required: _____
- Construction Valuation: \$ _____

Describe Project:

- New Sign
- Sign Maintenance/Repair
- Sign Replacement

Application Checklist

- Completed Application Form
- Approved Site Plan (Freestanding Signs)
- Engineered Footing Drawings
- Elevation Plan to show sign Placement on Building (for signage on buildings)
- Detail sheet (typically from Sign Company)
- Provide Plans Demonstrating Compliance with the Building Code and Electric Code.
- Describe the Type and Amount of Landscaping to be provided in conjunction with the sign.
- Additional information may be required to ensure compliance with City Codes

List the Other Signs on the Property
Include Dimensions and Types of Signs

I hereby certify that the statements on this application are true to the best of my knowledge and belief. I further certify that I am either the owner of the property or the authorized representative acting on behalf of the property owner.

Name Date

~To be Completed by City~

Date Received: _____ Fee: _____ Zoning District: _____

Date Approved: _____ Approved By: _____

Notes: