



## SIGN PERMIT APPLICATION

**General Information** (Please print clearly)

Applicant/Agent	Owner
Name: _____	_____
Address: _____	_____
Phone: _____	_____
Fax: _____	_____

---

### Property Information

Address of Proposed Sign: \_\_\_\_\_

Business/Use Name: \_\_\_\_\_

---

### Sign Information (including site plan, requirements on second page)

This application is for sign permit to:

Erect    Remodel    Relocate    Enlarge    Repair    Other: \_\_\_\_\_

### Type of sign:

Billboard    Projection    Roof    Wall    Portable    Freestanding  
 Non-illuminated    Illuminated    O Direct    O Indirect    Total Watts \_\_\_\_\_

Number of sign faces \_\_\_\_\_ Total area/sign face \_\_\_\_\_ Total square feet \_\_\_\_\_

Height of sign (n/a to wall and portable signs) \_\_\_\_\_ Sign Value \_\_\_\_\_

---

### Signatures

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

---

### Office Use Only

Date of Application Filed: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Permit Issued On (date/by whom): \_\_\_\_\_ Fee Paid: \_\_\_\_\_

Permit Denied for the following reasons: \_\_\_\_\_

## **Site Plan Requirements**

A site plan of the property the signs are proposed for. The site plan shall:

- Show all structures on the property
- Show the location of all proposed signs on the property
- Show the location, size, and types of existing signs on the premises
- Be made with a common scale and have a north arrow and scale stated