



**Application must include:**

- Proof of ownership or notarized letter of permission from owner.
- Site plan (drawn to scale)
- Drawing with dimensions of the sign
- Drawing showing all signs located within a 1200' radius
- Hard copy and PDF submission

**SIGN PERMIT**

Permit No.: \_\_\_\_\_ Date: \_\_\_\_\_

Addition: \_\_\_\_\_ Lot: \_\_\_\_ Block: \_\_\_\_ Section: \_\_\_\_ TWP: \_\_\_\_ Range: \_\_\_\_

Legal Description: \_\_\_\_\_

Address: \_\_\_\_\_ Zoning: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Electrical Contractor: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**Sign Information**

- |   |                          |   |  |                                       |
|---|--------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> New Sign         | <b><u>Sign Type:</u></b> | <input type="checkbox"/> Awning Sign          | <input type="checkbox"/> Outdoor Advertising                 | <input type="checkbox"/> Window Sign  |
| <input type="checkbox"/> Existing Sign    |                          | <input type="checkbox"/> Inflatable Sign      | <input type="checkbox"/> Other Temp. Sign (e.g. Banner Sign) |                                       |
| <input type="checkbox"/> Promotional Sign |                          | <input type="checkbox"/> Ground/Monument Sign | <input type="checkbox"/> Wall Sign                           |                                       |
|   | <b><u>Work Type:</u></b> | <input type="checkbox"/> Pole Sign            | <input type="checkbox"/> Other _____                         |                                       |
|   |                          | <input type="checkbox"/> Install Sign         | <input type="checkbox"/> Elec. Repair of Sign                | <input type="checkbox"/> Re-hang Sign |
|   |                          | <input type="checkbox"/> Alter Face of Sign   |  |                                       |

Material \_\_\_\_\_ Width: \_\_\_\_ Length: \_\_\_\_ Height: \_\_\_\_ Sq. Ft.: \_\_\_\_ Total Est. Cost: \$ \_\_\_\_\_

Board Action Required?  Yes  No If yes, please give case number: *GBOA*- \_\_\_\_\_

Setback from centerline of street boundary line: \_\_\_\_\_ Ft. from center of \_\_\_\_\_  
 \_\_\_\_\_ Ft. from center of \_\_\_\_\_

Height of sign: \_\_\_\_\_ Ft.  
 Wall Height: \_\_\_\_\_ Ft.  
 Wall Length: \_\_\_\_\_ Ft.  
 Street Frontage: \_\_\_\_\_ Ft.

<b><i>Existing Signs:</i></b>		
Location _____	Type _____	Display Area _____
Location _____	Type _____	Display Area _____

Owner/Lessee Signature: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Address: \_\_\_\_\_

**Sign Permit Fees**

Sign Permit Fee: \_\_\_\_\_ Inspection: \_\_\_\_\_ Zoning: \_\_\_\_\_ **Total Fee:** \_\_\_\_\_

Paid/Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_