

Sign Location				
Project Address		Suite #	Business Name/DBA	
Tenant Name		Email	Phone	
Owner of Property		Email (if known)	Phone	
TYPE OF SIGN				
Freestanding Sign	Development Sign	Wall Sign	Other Sign	Temporary Sign
Pylon/Pole Monument Directional/Menu	Subdivision Project Develop. Other	Building Wall Window Other	Billboard /Flag Sign Face/Repair Other	Portable Banner Feather/Sail Other
<b>Description of work to be done and type of construction (channel letters, vinyl, steel construction w/poly face, etc):</b>				
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\*\*\*Fill out all information that is applicable to the sign that you are making application for\*\*\*

Sign Face Height & Length	Freestanding Sign Height	Other Pylon/Pole Signs on lot? Yes      No
Illuminated Sign? Yes      No	Sign Setback from Intersection (35' min)	Sign Face Total Area In Square Feet
Single or Double Face Sign? Single      Double	Wall Area Available: Height & Length	Sign Setback from Property Line
Number of existing signs	Total Window Area Available for Signs	Temporary Sign Start and End Date

**NOTICE**

\*\*The following information must be submitted along with the application, if applicable.\*\*

1. Site plan showing property lines, street frontage (if multi-tenant building), building setbacks and dimensions of proposed and existing sign location(s) for wall and pylon/ground signs depending on type of sign(s).
2. Setback of proposed free-standing sign(s) and all existing ground signs
3. Length of the building wall on which the wall sign will be installed
4. An elevation detail of the proposed sign location, copy and proposed square footage of proposed sign area.
5. Structural details such as a pier, footing or how attached to the building (if applicable)

\*\*\* The allowed square footage of a wall sign is the linear feet of sign area on the building wall, times 1.5 EX: 30'X1.5 = 45 square feet.\*\*\*

\*\*Fill out both pages completely. Incomplete applications may not be accepted.\*\*

\*\*Contractors must be registered/licensed with the City and State.\*\*

**Other Information**

All signs must obtain related and required inspections. \*Signs must be constructed to the current adopted building codes\*

Any permit issued base upon false information or misrepresentation provided by the applicant may result in the sign(s) being removed and/or the permit will be null and void and/or subject to penalty as provided by law and ordinance.

This permit becomes null and void if work or construction authorized is not commenced within 180 days, or construction on work is suspended or abandoned for a period of 180 days at any time after work is commenced.

**Restrictions**

\*In no case shall any promotional sign permit be valid for more than a maximum of ninety (90) days, at which time the applicant may apply for a new permit under the same terms and conditions as the original application.

\*Promotional signs will not be allowed on state or federal highway rights of way (U.S. Highway 75, State Highway 117, and State Highway 67) or their respective access roads.

\*Neither the maximum height nor the maximum display area of a promotional sign shall exceed the height or display area of any ground sign or outdoor advertising sign permitted in the district where the proposed promotional sign is to be erected and displayed.

\*On site temporary advertising may be used for the purpose of advertising in any approved zoning district subject to site plan review and approval.

\*No off site inflatable devices are permitted and no inflatable device may be installed on the roof of any building. Promotional signs shall not be permitted on the roof of any building.

\*No promotional sign shall include: Illuminated digital, flashing, blinking or scrolling signs that are illuminated from within.

\*Promotional signs will be allowed on private property and not on city rights of way, provided that the consent of the private property owner is respectively obtained.

\*Temporary sign permit costs are \$50.00 per 30 days, up to 90 days, after which time you will need to re-submit a new application.

\*Promotional signs are temporary advertising signs/items.

**Contractor Information**

Contractor Name	Address	Phone	Email
Sign Contractor			
Electric Contractor			
Pier/Footing Cont.			

**\*\*Zoning Information (This section filled in by city)\*\***

Maximum Allowed Square Feet	Maximum Allowed Height	Required Setbacks

\*\*\*By signing below, I will advise the customer that installing a sign does not bypass the Certificate of Occupancy requirements of the City.

I/we hereby certify that the proposed work is authorized by the owner of record and that the owner has authorized me to make this application as his authorized agent and we agree to conform to all applicable laws and ordinances.

I/we understand that I am obtaining this permit and proceeding at my own risk, and if the Certificate of Occupancy cannot be approved, the sign may have to be removed.\*\*\*

Applicant Name	Applicant Signature	DATE

-----OFFICE USE ONLY BELOW THIS LINE-----

Plan Review Fee:	Received By:	Date:
Permit Fee:	Issued By:	Date: