



SIGN PERMIT APPLICATION

BUILDING INSPECTIONS

RECEIVED DATE _____

PERMIT NO. _____

PROJECT / BUSINESS NAME _____

ON-SITE STREET ADDRESS _____

SIGN TYPE

- | | | |
|--------------------------------------|--------------------------------------|--|
| ☐ Wall | ☐ Development | ☐ Special Event |
| ☐ Monument | ☐ Banner | ☐ Freestanding |
| ☐ Pylon | ☐ Portable | ☐ Other: _____ |
| ☐ Directional | ☐ Canopy | |

DESCRIPTION OF WORK

☐ New

☐ Alteration

Square Footage of Sign _____ Height above grade of Sign _____

Does sign require electrical connection? Y / N

CONTRACTOR INFORMATION

☐ Sign Contractor Company Name: _____

Address/Phone : _____

☐ Electrical Contractor/Electrical Sign Contractor _____

Address/Phone: _____

PROPERTY OWNER INFORMATION

Owner Name _____

Contact Name _____

Address _____

Phone # _____

City/State/Zip _____

Email _____

Signature of Permit Applicant _____

Please Print Name _____

Released for Construction _____

Date _____



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SUBMITTAL CHECKLIST

The City has in effect the 2018 International Codes and the 2017 National Electrical Code. Please refer to these documents for preparation of your plans.

Please allow minimum of (10) working days for review.

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

***Submit (2) hard copies including the following:**

❑ **SIGN PLANS**

- Sign to scale, height, width and area dimensions labeled
- Materials labeled
- Exact wording, symbols, logo, & colors
- Label distance from building edge or lease space edge if attached
- Location on building if attached
- Provide building façade/ elevation area if attached
- Other information as required by city ordinance

❑ **SITE PLAN**

- Location on property if detached
- Show all streets, intersections, easements, and adjacent property if detached
- Label distance from property line if detached
- All other existing signs on site shown and labeled

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