

APPLICATION FOR COMMERCIAL SIGN PERMIT

(06/98)

As Required Under Provision of Ordinance No. 351

Please indicate the type of Commercial Sign for which you are applying for a Permit (Check Only ONE - ONE APPLICATION PER SIGN):

- ☐ WALL SIGN ☐ FREESTANDING SIGN
☐ PROJECTING SIGN ☐ WINDOW SIGN
☐ AWNING OR CANOPY SIGN

DO NOT WRITE IN THIS AREA - BUILDING DEPARTMENT USE ONLY

Date Application Received: _____

Application Fee Due/Received: \$ _____

APPLICATION/PERMIT No.: _____

PLEASE TYPE OR LEGIBLY PRINT THE INFORMATION BELOW

Applicant's Name: _____ Address: _____ (P.O. Box Number, or Street Number and Name) City _____ State _____ ZIP Code _____ Telephone Number: _____	Name of Property Owner: _____ Address: _____ (P.O. Box Number, or Street Number and Name) City _____ State _____ ZIP Code _____ Telephone Number: _____
---	---

Business Name: _____ Address: _____ (P.O. Box, or Street Number and Name) City _____ State _____ ZIP Code _____ Telephone Number: _____ Business Location: _____	Contractor Name: _____ Address: _____ (P.O. Box, or Street Number and Name) City _____ State _____ ZIP Code _____ Telephone Number: _____
---	---

1. ☐ YES ☐ NO	Is the business located on the corner of two public streets, with public entrances from each of the streets?
2. ☐ YES ☐ NO	Is the business situated such that it has public entrances on two opposite sides of the building (not corner streets)?
3. ☐ YES ☐ NO	Is the business located within a mall?
4. Zoning District of the business location.....	_____
5. Is the Signage.....	☐ NEW ☐ ADDITIONAL ☐ REPLACEMENT?
6. ☐ YES ☐ NO	Does the business have other existing signage?
7. ☐ YES ☐ NO	Is the business located on contiguous real property exceeding one (1) acre in size?

PLEASE READ THE FOLLOWING CAREFULLY

Provide details, sketches, drawings, and/or photographs describing the proposed signage along with any existing signage. This information shall include the type of signage (i.e. Freestanding, wall, window, projecting, awning or canopy), the location of the signage on the building, the size of the building face (for wall signs), the size of the windows (for window signs), the overall size/dimensions of the signage, structural details relevant to the attachment and/or support of the signage, the height and/or clearance of the signage above ground, and any signage illumination details.

Signature of Applicant: _____ Date of Application: _____

PLEASE INDICATE THE NUMBER OF ADDITIONAL SHEETS ATTACHED: _____

APPLICATION, FEE AND NECESSARY DOCUMENTATION (DRAWINGS, DETAILS, ETC.), AS REQUIRED MUST BE SUBMITTED TO BUILDING DEPT. BEFORE STARTING ANY WORK.

DO NOT WRITE ON THIS PAGE - BUILDING DEPARTMENT USE ONLY

Application No.: _____

Applicant: _____

Business Name: _____

Type of Sign Permit Applied For: _____

APPLICATION/PERMIT REVIEW AND ACTIVITY LOG

[illegible]

PERMIT APPROVED

PERMIT DENIED

Reasons for Denial:

Signature of Building Official

Date _____