



Sign Permit Application – Permanent

Property Address		
Site Address (<i>location of sign</i>):		
Business Name:		
Business Owner/Manager Name:		
Business Owner Email:	Business Owner Phone:	
Business Owner Address:		
_____ Signature	_____ Date	
Property Owner		
Owner Name:		
Owner Email:	Owner Phone:	
Owner Address:		
_____ Owner's Signature	_____ Date	
Sign Contractor Information		
Company Name:		
Contractor's Name:		
Email:	Phone:	
SIGN INFORMATION		
Sign Structure Type:	Wall Monument Pylon Roof Overhanging	Canopy Window Banner Electronic Other _____
Illumination:	Non-illuminated Interl illumination External illumination	
Description of text and graphics of sign:		
*see back for submittal requirements		

SUBMITTAL REQUIREMENTS

Wall sign submittal requirements:

- Inventory of existing signs, including photos, dimensions (area/height).
- Detailed dimensions of all signs proposed, including area and height.
- Full color detailed drawings of the proposed sign(s).
- Clearance above ground (for awning/projecting signs).
- Type of lighting/illumination and method. Include a night view for internally illuminated signs that appear to have light-colored copy on a dark or nonilluminated background.
- If the sign will be attached to a building, show the building face or roofline in relation to the wall on which the sign will be mounted.

Freestanding sign submittal requirements:

- Inventory of existing signs, including photos, dimensions (area/height).
- A site plan showing the size and location of freestanding existing signs and the location of new or relocated sign. Make sure site plans shows the distance of the sign from the property line.
- Detailed dimensions of all signs proposed, including area and height.
- Full color detailed drawings of the proposed sign(s).
- Type of material being used and all dimensions of supports and footings.
- Type of lighting/illumination and method. Include a night view for internally illuminated signs that appear to have light-colored copy on a dark or nonilluminated background.

For Office Use Only

APPROVED

NOT APPROVED

The application has been reviewed for compliance with City Code and the applicant may commence fabrication; however, if the sign requires electrical service, the sign may not be installed until the electrical permit is approved.

Staff Signature

Date

Submittal complete

Fee Paid (\$62 + \$10 per each additional new sign at the time of permit application)

Check No. _____

Receipt No. _____

Permit No. _____

Date _____