



Permit Number: _____
Fee: _____ Date: _____
Planner: _____
Bldg Insp: _____

## SIGN PERMIT APPLICATION

(See Manual of Fees for permit costs by size/type)

### LOCATION INFORMATION

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Lot Size: \_\_\_\_\_  
 Number of businesses on lot/Center: \_\_\_\_\_ Number of Existing Signs: \_\_\_\_\_  
 Type/number of existing signs(s): \_\_\_\_\_ Ground: \_\_\_\_\_ Wall: \_\_\_\_\_ Roof: \_\_\_\_\_ Projecting: \_\_\_\_\_  
 Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

### SIGN INFORMATION

Dimensions of sign face: Height: \_\_\_\_\_ Length: \_\_\_\_\_ Total Square Feet: \_\_\_\_\_  
 Sign height above grade (to top of sign): \_\_\_\_\_ feet Setback from Street Center-Line \_\_\_\_\_ feet  
 Setback from Intersection Center-Line: \_\_\_\_\_ feet  
 Type of Sign: \_\_\_\_\_ Ground: \_\_\_\_\_ Wall: \_\_\_\_\_ Projecting: \_\_\_\_\_ Roof: \_\_\_\_\_ Animated/Scrolling Message: \_\_\_\_\_  
 Type of Work: \_\_\_\_\_ New Sign: \_\_\_\_\_ Replace Copy: \_\_\_\_\_ Removal: \_\_\_\_\_

### CONTACT INFORMATION

Sign Company Name	Agent Name	License/Registration Number
Electrician	Contact	Telephone

### SPECIAL CONDITIONS

Planning Commission/BOA Action:  Yes  No Case Number \_\_\_\_\_ Date \_\_\_\_\_

### ADDITIONAL REQUIRED PERMIT INFORMATION

- A site plan is required at the time of submittal; plan must show property lines, building positions and all distances from structures to lot lines, utility easements (U/E) and proposed sign location
- Permanent Signs are not permitted in the right-of-way, temp signs can be allowed for 30 days.
- If proposed sign is to be located within a utility easement (U/E), all utility companies and the City must give prior approval.
- Permits not be allowed on 121st St. (Hwy 117), 151st St (Hwy 67) or US 75 Hwy.
- Permits become void if construction is not started within 180 days from the issue date.

### SIGNATURES

Applicant Name (print)	Applicant's Complete Address	City/State/Zip
Applicant Signature	Telephone	