



Sign Permit Application

Download for Electronic
Fillable Form

File Number: _____ S Building Permit Number: _____
Sign Permit Fee \$171.93 (*Billboard Relocations use Conditional Use app.)
(Signs requiring building permit - obtain building fees from Building Dept)

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Business Name _____ Owner/Manager _____
Address _____ City _____ State _____ Zip Code _____
Phone ____/____/____ Fax ____/____/____ Email _____

Business License Number _____
(No person shall carry on any business, trade, occupation, profession, calling, or transact any business
without first paying in advance the business tax and obtaining a business license per City Code 7.014)

Sign Contractor _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Contact Person _____ Email: _____ UL Listing # _____ UL Sign # _____
Electrician _____ Phone ____/____/____ Fax ____/____/____
Address _____ City _____ State _____ Zip Code _____
Contact Person _____ License # _____ Email: _____

Signature of Sign Owner _____ Date: _____

Signature of Property Owner _____ Date: _____

and HOA Authorized Signer (if applicable) _____ Date: _____

PROPERTY DESCRIPTION

Legal Description - T15S, R13E, Section _____ Tax Lot(s) _____
Present Zoning _____ Present Land Use _____

INFORMATION ABOUT YOUR SIGN

Are there any existing signs on the property? YES [] NO []
If so, will any be removed upon placement of this sign? YES [] NO []
Wall Sign: Size _____ X _____ Building Façade Dimensions _____ X _____
Second Wall Sign Size _____ X _____ Building FaçadeDimensions _____ X _____
FreeStandingSign Size _____ X _____ Height _____ Road Frontage _____
Ground Mounted Sign Size _____ X _____ Height _____ Road Frontage _____
Projection Sign Size _____ X _____ Height _____ Sidewalk Clearance _____
Awning/Canopy Sign Size _____ X _____ Height _____ Sidewalk Clearance _____
Directional Sign Size _____ X _____ Number of directional signs _____
Other 1: Size _____ X _____ Other 2: Size _____ X _____

FOR OFFICIAL USE ONLY

Building Department Approval: _____ Date: _____
Planning Department Approval: _____ Date: _____

Fee Paid: _____ Receipt Number: _____

(If applicable) Conditions of Approval: _____

CHECKLIST

REQUIRED ITEMS TO BE SUBMITTED FOR PLANNING SIGN PERMIT APPLICATION

- Completed Application.
- Application Fee(s).
- One (1) copy of all sign plans, drawn to standard industry scales.
- Building Permit Application (if required, submitted with Planning Sign application)
- Title report or other documentation of ownership for affected property
- 8.1010 Applications for development actions or land use actions shall: D. Be filed with a narrative statement or Burden of Proof, that explains how the application satisfies each and all of the relevant criteria and standards in sufficient detail for review and decision-making;

SITE PLAN

- Dimensioned site plan which includes the property line dimensions and distance of existing and proposed signs from each property line and driveway or drive aisle. (Note: the property line is not the same as the edge of the street or sidewalk)
- Exterior building dimensions.
- Street names and locations of streets, curbs, and sidewalks adjacent to the site.

EXTERIOR ELEVATIONS

- Dimensioned building elevation with proposed signage, drawn to standard scale. Show length and height of building, sign dimensions, and height of sign above grade.
- Detailed dimensioned sign elevation drawn to scale with materials and colors indicated.
- Section detail of sign including mounting and electrical details. Include depth dimension of sign.

The following criteria shall be used in measuring a sign to determine compliance with these standards:

Sign Area: Area within any perimeter which encloses the limits of any writing, representation, figure, emblem or character. The area of a sign having an irregular shape shall be computed by enclosing the surface area within a known geometric shape or shapes. The area of all existing signs, whether conforming or non-conforming, shall be counted in establishing the permitted sign area of all new signs to be allowed for an individual business or site. Where a sign is three-dimensional, round or irregular solid shape, the largest cross section shall be used as though it were a flat surface to determine sign area.

Clearance: Clearance is measured from the average grade at the base of the sign to the lowest point of the sign.

Height: Height is measured from the grade of the curb or pavement line closest to the base of the sign to the highest point of the sign.

Area of front building facade or tenant space: The area of the front building facade or tenant space shall be computed by multiplying the width of the building frontage or tenant space by the height of the building frontage or tenant space. False fronts and mansard roofs may be included when calculating the area of the building facade.

Length of Street Frontage: The length of the street frontage(s) where vehicular accesses are located.