

Planning



Department

## SIGN PERMIT APPLICATION

Please submit a drawing of each sign with this application, and show all sign dimensions, including height, length, width, and square footage. Show where each sign will be located on the building or on the property, and include relevant distance measurements such as distance from property line to monument sign or height and width of building facade for wall signs. If any proposed sign contains electrical components, then an electrical permit is required in addition to this sign permit.

Address of Sign Project: \_\_\_\_\_

Name of Business or Organization at this Address: \_\_\_\_\_

Phone Number at this Address: \_\_\_\_\_

Name of Property Owner or Business Owner: \_\_\_\_\_

Phone Number of Property Owner or Business Owner: \_\_\_\_\_

Email of Property Owner or Business Owner: \_\_\_\_\_

Name of Sign Contractor Company: \_\_\_\_\_

Address of Sign Contractor Company: \_\_\_\_\_

Phone Number of Sign Contractor Company: \_\_\_\_\_

Email of Sign Contractor Company: \_\_\_\_\_

Are any of these proposed signs a part of a multi-tenant sign structure? \_\_\_\_\_

Do any of these signs contain electrical components, such as lighting? \_\_\_\_\_

Total Number of Proposed Signs: \_\_\_\_\_ Total Square Footage of Proposed Signs: \_\_\_\_\_

The fee for each sign is \$2.00 per square foot. Total Fee for Proposed Signs: \_\_\_\_\_

Sign Contractor Signature: \_\_\_\_\_

Printed Name of Sign Contractor: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Payment Type:  Cash  Check  Card

Amount Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Permit Number: \_\_\_\_\_