



*This checklist indicates the minimum required for this permit application to be considered complete. Please **initial** each item in the following checklist. **Write** N/A for items that are not applicable.*

Applicant Initials	Required component of complete application	Staff Initials
	Sign Permit Application is filled out completely. (Including PIN, Use, Illuminated, Type, measurements of sign and wall if applicable)	
	Original signatures are included. <i>Copies not accepted.</i>	
	Specifications and pictures of proposed sign(s) are included	
	Electrical permit has been filled out completely. (Including electrician name, address, license number, scope of work, cost of job, signature, etc.)	
	Drawings must be provided of the type and size of the proposed signage	
	I have read and understand the entire Sign Permit Application.	

I understand that no application will be held that is considered incomplete. If found to be incomplete it will be returned to me to make the corrections before it will be reviewed or considered. All information contained in this Sign Permit Application is complete and accurate to the best of my knowledge and ability.

Owner: _____ Date: _____
Printed Name Signature

Staff Review

Approved _____ Denied _____

Staff Signature: _____ Date: _____

Comments: _____

SIGN PERMIT APPLICATION

Property Address:

County PIN:

Zoning:

Use of Property:

___Y___N Sign Illuminated ?*

* Specifications and electrical permit required

Type of Sign Proposed

PERMANENT

- ☐ Attached Wall Sign
- ☐ Ground (monument)*
- ☐ Low Profile*
- ☐ Freestanding*
- ☐ Interstate*
- ☐ Off-premises*

TEMPORARY

- ☐ Special Event
- ☐ Political
- ☐ Portable

OTHER

- ☐ Repair
- ☐ Face Replacement
- ☐ Other

For City Zoning Administrator

- ☐ Permit Approved
- ☐ Permit Denied
- ☐ Conditional Permit

Conditions/Additional Requirements:

All approvals are based on the information provided in this application, attached specifications and site plans.

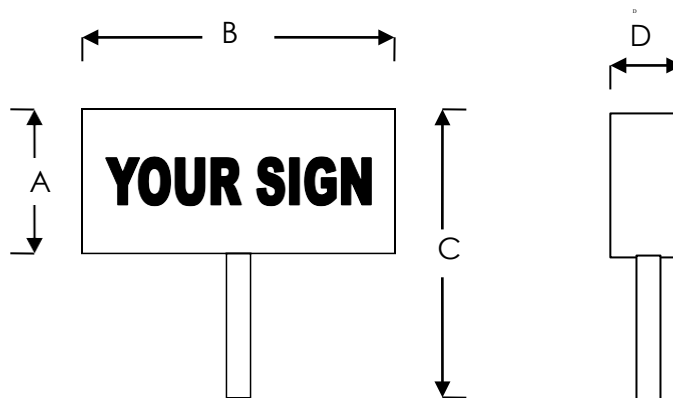
ZONING ADMINISTRATOR

CHECK/CONF #

RECEIPT #

DATE

USE FOR FREESTANDING OR LOW PROFILE SIGN



A = _____ inches/feet

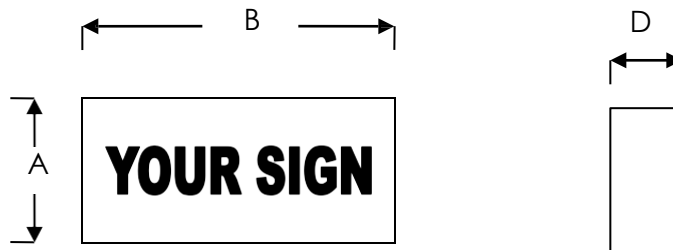
B = _____ inches/feet

C = _____ inches/feet

D = _____ inches/feet

USE FOR WALL SIGN

Front building area = Width _____ x Height _____ = _____ square feet

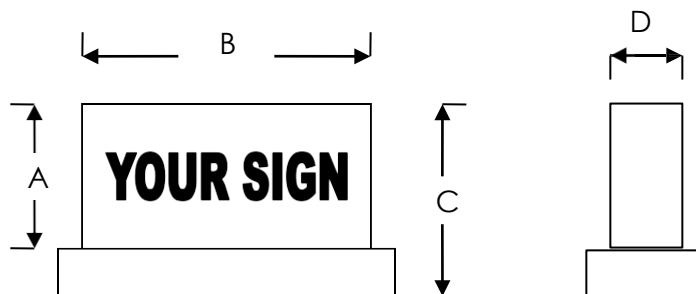


A = _____ inches/feet

B = _____ inches/feet

D = _____ inches/feet

USE FOR GROUND OR MONUMENT SIGNS



A = _____ inches/feet

B = _____ inches/feet

C = _____ inches/feet

D = _____ inches/feet

Existing signs:

Please attach photographs

	Type	Size:
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Property Owner Information:

Property Owner Name:

Property Owner Address:

City/State/Zip Code:

Owner Daytime Telephone:
(____)

Tenant Identification Information:

Tenant Name:

Tenant Address:

City/State/Zip Code:

Tenant Daytime Telephone:
(____)

Tenant Cell Telephone:
(____)

Contractor Information:

Name of Business:

Business Address:

City/State/Zip Code

Business Daytime Telephone:

Business Fax Number

Contact Name:

Please attach
pictures, drawings and specifications
including face type (wood, vinyl, metal),
size of lettering, type of lettering (painted,
molded, vinyl), exact text wording and
any logo, picture or illustration.

Signs which require electrical wiring or footings in
addition to a site plan:

PLEASE SPECIFY WHICH OF THE FOLLOWING PERMITS YOU
WILL NEED:

- ☐ FOOTING – INCLUDE ON DESCRIPTION
- ☐ ELECTRICAL – LICENSED CONTRACTOR AND MUST BE
INCLUDED ON APPLICATION

Any sign which is taller than six (6) feet above grade shall
require engineering documents sealed by a design
professional to withstand a 120 mph wind load.

**If your sign will be illuminated, please complete the
electrical permit for the application. We MUST have this
information in order to process the application.*

Certification

I hereby certify that all information in this application and attached to this application is
correct and complete. I certify that all work will comply with the State Building Code and
all other applicable State and Local laws, ordinances and regulations. I certify that all
construction will conform to the plans and specifications submitted and as approved by
the City. I understand and agreed that any changes to the approved plans and
specifications must be submitted and approved by the City prior to commencement of
construction of such changes.

Applicant: _____ Date: _____

Signature

Printed Name

Owner: _____ Date: _____

Signature

Printed Name