



# PERMANENT SIGN APPLICATION

1. JOB ADDRESS						
2. NAME OF BUSINESS			3. PHONE			
4. OWNER/TENANT			5. EMAIL ADDRESS			
6. CONTRACTOR		MAILING ADDRESS		ZIP		
7. CONTRACTOR EMAIL ADDRESS			8. PHONE			
<input type="checkbox"/> COMMERCIAL WALL SIGN	QTY OF SIGNS	SIGN AREA HEIGHT	X	SIGN AREA WIDTH	=	PROPOSED SIGN AREA
			LINEAR FRONTAGE OF BUILDING	X	1.5	=
<input type="checkbox"/> COMMERCIAL MONUMENT SIGN	# OF TENANTS	SIGN AREA HEIGHT	X	SIGN AREA WIDTH	=	PROPOSED SIGN AREA
	<input type="checkbox"/> SINGLE TENANT <input type="checkbox"/> MULTIPLE TENANT SIGN <input type="checkbox"/> SHARED MONUMENT SIGN					
<input type="checkbox"/> SUBDIVISION SIGN	QTY OF SIGNS	SIGN AREA HEIGHT	X	SIGN AREA WIDTH	=	PROPOSED SIGN AREA
<input type="checkbox"/> OFF PREMISE & DIRECTIONAL SIGN	QTY OF SIGNS	SIGN AREA HEIGHT	X	SIGN AREA WIDTH	=	PROPOSED SIGN AREA
<input type="checkbox"/> DIRECTORY SIGN (OFFICE OR BUSINESS PARK)	# OF TENANTS	SIGN AREA HEIGHT	X	SIGN AREA WIDTH	=	PROPOSED SIGN AREA
<input type="checkbox"/> FAST-FOOD/ DRIVE THROUGH MENU BOARD	QTY OF SIGNS	SIGN AREA HEIGHT	X	SIGN AREA WIDTH	=	PROPOSED SIGN AREA
10. TOTAL VALUATION OF SIGN(S)			11. SIGN STRUCTURE HEIGHT			

### REQUIREMENTS FOR SIGNAGE

- All applications shall be accompanied by two (2) sets of plans, drawn to scale. ***See reverse for more information.***
- Illuminated signs require the submission of an Electric Permit Application.
- I will notify the City within five (5) business days after the sign is completed to schedule a Final Inspection.
- **I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.**

\_\_\_\_\_  
PRINTED NAME OF OWNER/AGENT

\_\_\_\_\_  
SIGNATURE OF OWNER/AGENT

\_\_\_\_\_  
PRINTED NAME OF SIGN INSTALLER

\_\_\_\_\_  
SIGNATURE OF SIGN INSTALLER

#### OFFICE USE ONLY

City Approval: \_\_\_\_\_ Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

PERMANENT SIGN APPLICATION – CONTINUED

**PROHIBITED SIGNS**

- A. Billboards, new; alterations not excepted by Ordinance
- B. Signs which contain or have attached thereto banners, posters, pennants, ribbons, streamers, strings of light bulbs, spinners or other similar devices
- C. Signs attached to or located upon exposed amenities such as benches, trash containers or fences
- D. Snipe signs
- E. Signs placed on the side or rear of any building or property when such sign faces upon a contiguous residential area

***Disclaimer: See Appendix A, City Code of Ordinances for full restrictions.***

**ADDITIONAL INFORMATION**

Sign permit applications should include the following, as applicable:

- All signs:
  - o Dimensions of proposed sign – height and width
- Wall signs:
  - o Linear frontage of building
  - o Location of sign on wall
  - o Signs projecting more than 18 in from the face of the building or supporting structure shall have a minimum clearance of 8 ft above the finished grade
  - o Signage must not exceed in height the roofline
- Monument signs:
  - o No more than 7-feet in height from natural ground level to the highest portion of the sign
  - o Max. 50 SF (25 SF changeable copy) for single tenant; plus 10 SF per additional tenant (max. 100 SF)
  - o Location of sign in relation to property lines; must be located 3 feet from property line
  - o Engineered stamp confirming 110 mph wind load
  - o Property lines must be plainly identified for the sign foundation inspection
- Electrical signs:
  - o Wiring for sign - shall be installed underground or be a minimum of 14 ft above ground level for overhead wires, where permissible
  - o Location of electrical transmission lines on property - minimum spacing from 750+ voltage line; 8 ft vertically and horizontally

<b>Commercial Building and Sign Permit Fees</b>	
Permit Issuance Fee	\$10.00
For total valuation of \$1,000 or less	\$15.00
For total valuation of \$1,001 to \$50,000, for first \$1,000	\$15.00
Plus, for each additional thousand or fraction thereof, to and including \$50,000	\$5.00
For total valuation of \$50,001 to \$100,000, for first \$50,000	\$260.00
Plus, for each additional thousand or fraction thereof, to and including \$100,000	\$4.00
For total valuation of \$100,001 to \$500,000, for first \$100,000	\$460.00
Plus, for each additional thousand or fraction thereof, to and including \$500,000	\$3.00
For total valuation of \$500,001 and up, for first \$500,000	\$1,660.00
Plus, for each additional thousand or fraction thereof	\$2.00

***Plan review fees are equal to 50% of the Sign Permit fee.***