



## Application for Permanent Sign Permit

**Instructions to Applicant:** Please review the Sign Guidelines, Article VI, Chapter 16A, for sign regulations. Please provide the information requested on this form. In addition, we must have the following items to process your permit:

1. Freestanding signs of more than fifty (50) square feet and more than ten (10) feet in height must be designed by an engineer to withstand a wind pressure of 30 PSF and designed to support the dead load of the sign.
2. Wall sign site plans or drawings should include the linear footage of the lease space frontage and the square footage of the sign. Allowable signage is 10% of the linear footage of the lease space frontage.
3. Two (2) site plans or drawings showing the sign location and its relationship to buildings or structures, other signs, property lines and public streets; showing methods of construction, size, attachment to the building or ground, height, materials, etc.
4. **If the work has not been completed within 60 days of issuance, the permit shall become null and void.**

Address/Location of Sign: \_\_\_\_\_

Name of Business and Owner: \_\_\_\_\_

Occupant's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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Sign Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

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**\*\*(NO FLASHING, SCROLLING, OR ANIMATED SIGNS ALLOWED)\*\***

Type of Sign:

- Highway Sign                       Wall Sign                       Other \_\_\_\_\_
- Monument Sign                       On-Site Pole Sign

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Size of Proposed Sign: \_\_\_\_\_ SQFT    Cost of Sign (s): \_\_\_\_\_

Length of Building Frontage of Lease Space: \_\_\_\_\_

The Sign is: (Check the Appropriate Boxes)

A New Sign:                       An Existing Sign (Reface Only)

Illuminated:    Yes     No

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Office Use Only

Zoning District: \_\_\_\_\_ Allowable Area: \_\_\_\_\_ Sq. Ft Requested: \_\_\_\_\_

Sign Application is \_\_\_\_\_ Approved \_\_\_\_\_ Denied