



# Sign Permit Application

## I. Sign Location & Information

- a. Legal Description and/or street address of premises or property upon which the sign is to be located: \_\_\_\_\_
- b. Size of Sign: \_\_\_\_\_
- c. Type of sign for which permit is sought: \_\_\_\_\_
- d. Wall Signs – Size of wall sign will be attached to: \_\_\_\_\_

\* *Monument/freestanding Signs and Banners – Please include a site plan showing where the sign is to be installed on the property. Please also include the distance measurements to all property lines.*

## II. Contractor Information

- a. Name of sign contractor (if any): \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Contact information:  
Name: \_\_\_\_\_  
Phone Number: (    ) \_\_\_\_\_ Email address: \_\_\_\_\_

\* *Please submit scaled drawing showing plan, front, and side elevations of the sign as proposed. If a free standing sign, a survey showing property lines, proposed sign location including setbacks; a landscaping and lighting plan or written statement stating there will be none; and any existing site improvements. For façade signs, a scaled drawing showing the entire façade or tenant space façade, the proposed sign location, and any existing façade signs.*

## III. Applicant's Information

- a. Name: \_\_\_\_\_
- b. Company/ Business Name: \_\_\_\_\_
- c. Mailing Information: Address number and street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_
- d. Business Address (Number and Street): \_\_\_\_\_
- e. Primary Phone Number: (    ) \_\_\_\_\_
- f. Email: \_\_\_\_\_

**IV. Property Owner Information**

a. Name: \_\_\_\_\_

b. Address number and street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

c. Primary Phone Number: (\_\_\_\_) \_\_\_\_\_

d. Email: \_\_\_\_\_

e. Does Occupant of the property have the Permission to erect signage? Yes \_\_\_ No \_\_\_

f. Property Owner's Signature: \_\_\_\_\_

*\*\*Please have Property Owner's Signature Notarized\*\**

g. Subscribed or Sworn before me on the \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_

h. Notary of Public signature: \_\_\_\_\_

i. My Commission Expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

*\*\*Please Do Not Forget To Attach Appropriate Paperwork\*\**

**OFFICE USE ONLY**

Size of Sign: \_\_\_\_\_ Permitted Size: \_\_\_\_\_ Actual Size: \_\_\_\_\_

Wall Size: \_\_\_\_\_

Setbacks Required –Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Setbacks Requested –Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Awning Size: \_\_\_\_\_ Banner: \_\_\_\_\_

Approved: \_\_\_\_\_

Special Stipulations: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_