

Sign Permit Application

BUILDING DIVISION



PERMIT REQUIRED

Permits are required to install or structurally alter any sign. Each application shall be accompanied by:

- Scaled drawings depicting the position of the sign in relation to any buildings and structures on the site and adjacent sites and adjacent streets or drives;
- Scaled drawings, plans and specifications, including method of construction and attachment of the sign to the building or ground; and
- The method of illumination, if applicable. Note: Illuminated signs require a separate electrical permit.

See fees listed on the Commercial Permit Fee Schedule. All contractors must be registered for the current year.

GENERAL INFORMATION

Sign location address	Permanent parcel number
Contractor name	Contractor address
Contractor phone	Contractor email
Property owner name	Property owner address
Property owner phone	Property owner email

PROJECT INFORMATION

Total Building Frontage (ft) _____ Unit/Tenant Frontage (ft) _____ Construction Cost (\$) _____
Primary Street Lot Frontage (ft) _____ Secondary Street/Corner Lot Frontage (ft) _____

Designate proposed signs individually (e.g. Sign A, Sign B, etc.) in plans. Provide sizes of existing signs to remain.

	New	Existing	Ground	Building	Other	Temp	Height (ft.)	Width (ft.)	Area (sq. ft.)
Sign A									
Sign B									
Sign C									
Sign D									
Sign E									
Sign F									
Sign G									
Sign H									
Sign I									

Applicant is: ☐ Contractor ☐ Property Owner ☐ Business Owner

Applicant Signature & Date	Property Owner Signature & Date
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CITY AUTHORIZATION

Building Division Approval & Date

PERMIT FEES

PERMIT: _____
ADMIN: _____
TOTAL: _____