



Sign Permit Application & Checklist

Office Use Only:

Permit #: _____ Fee: \$ _____

Approved by: _____

Approved Date: _____

General Information	Sign Location (address) _____	Select Sign Type: <input type="checkbox"/> Temporary Sign
		<input type="checkbox"/> Permanent Sign
	Business / Agency Name _____	Street Frontage _____ Linear Feet _____

Applicant/ Contractor	Name _____	Address _____
	Business Name _____	City, State, Zip _____
	Phone _____ Fax _____	Email _____

Permanent Signs				<input type="checkbox"/> Check here if sign is double sided
Sign Type*	Dimension	Installed Height	Sign Area	Valuation (include sign cost/labor)
_____	_____	_____ ft.	_____ sq. ft.	\$ _____ *Wall sign cannot exceed 15% of the wall area
_____	_____	_____ ft.	_____ sq. ft.	\$ _____
_____	_____	_____ ft.	_____ sq. ft.	\$ _____ Wall Area _____
_____	_____	_____ ft.	_____ sq. ft.	\$ _____ *One message is permitted other than time and temp.

*awning, canopy, freestanding, marquee, projection, suspended, wall, electronic

Temporary Signs

Special Event Banner Total Area Dates of Display _____

Required Attachments

Permanent Sign Application	Temporary Sign Application
<input type="checkbox"/> Scaled drawing of the sign including sign height and area. Must include text, graphics and images to be displayed on the sign.	<input type="checkbox"/> Scaled drawing of the sign including sign height and area. Must include text, graphics and images to be displayed on the sign.
<input type="checkbox"/> List of materials used to construct the sign.	<input type="checkbox"/> Approximate location of where and how the temporary sign will be attached to the building.
<input type="checkbox"/> Scaled site plan showing the location of the sign on the property or building including street right-of-way and property lines. For wall signs, provide dimensions of wall. For freestanding signs, show utility locations and easements.	
<input type="checkbox"/> For freestanding signs, provide a landscape plan.	Sign permit applications in which the proposed banner is not attached to the building and / or structure will be denied and the banner will not be displayed.

Applicant / Representative: I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Signature _____ Date _____

STAFF USE ONLY	Date Submitted	Approved	Approved By	Decision Date
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