

PERMIT TO ERECT A SIGN

PROPERTY ADDRESS: _____

DATE: _____

OWNER'S NAME: _____

SIGN COMPANY: _____

FRONTAGE OF BUILDING: _____ EXISTING SIGNAGE SQ. FT. _____

PROPOSED SQ. FT. OF SIGN _____

DOUBLE SIDED: _____ FREE STANDING: _____ FLAT AGAINST BUILDING _____

SIGN PERMIT FEES: \$25.00 PER SIGN + .50 PER SQ. FT. (DOUBLE SIDED IS \$1.00 PER SQ. FT)

THE FOLLOWING MUST BE SUBMITTED:

- 1) SKETCH OF SIGN SHOWING THE SIZE AND DESIGN AND LOCATION
- 2) CERTIFIED SITE PLAN FOR FREESTANDING SIGNS WITH 10' SETBACK
- 3) 1 SIGN PERMIT APPLICATION PER SIGN W/BUILDING PERMIT APP.
- 4) PUBLIC SAFETY APPROVAL IF SIGN OVERHANGS CITY PROPERTY.
- 5) PAYMENT DUE AT TIME OF APPLICATION SUBMITTAL.