



SIGN PERMIT APPLICATION

Application date	
Sign approval	

Please print clearly all information. Incomplete applications will not be processed.

1. **Submit drawing with this application showing how the sign is to be erected & where it will be placed.**
2. **Sign drawing must include the dimensions of the sign and lettering. Color is helpful.**
3. **One application per sign**

PROPERTY ADDRESS	Street Address	Ste.	
	Business owner/ manager	Phone	
PROJECT	Name of business		
SIGN CONTRACTOR	Company Name	Phone	
	Address	Zip	
PROPERTY OWNER	Name	Phone	
	Address	Zip	
SIGN INFORMATION	Sign wording		
	Sign is (circle one) Permanent or Banner	Is sign electric? (circle one) YES NO	
	Type of Sign:		
	Sign Height	Sign Width	Area of sign
	Wall Height (if applicable)	Wall Width (if applicable)	Area of wall (if applicable)
	Height above grade	Site Plan: YES NO	Historic Landmark Commission? YES NO

I, the undersigned, do hereby acknowledge that signage work must comply with all city Ordinance stipulations and requirements and that all improper work is subject to a fine of up to \$1,000.00 per day. Further, I do certify that I am authorized to request this permit by the owner of the real property where the sign will be erected. Banner permits are issued for 30 days each with a maximum of five (5) allowed per year per address with 20 day in between banner posting. Failure to obtain a permit before construction begins will result in the fee being doubled.

Printed name _____

Signature _____