



SIGN PERMIT

Address/Location of Sign: _____

Sign Company: _____ Address: _____ Phone: _____ Contact Person: _____ Business Name: _____ Estimated cost of sign: _____	
The following information must be provided as part of the sign application: <ul style="list-style-type: none"> • A scale drawing showing the dimensions, material and colors of the proposed sign. If not to scale, include all dimensions. • A scaled plot plan of the lot indicating the proposed location of the sign. If not to scale, include all dimensions. • A drawing or photo showing all existing signs and the square footage of each sign. • Written approval to erect the sign from the property owner (if applicant is not property owner or legal tenant). 	
<input type="checkbox"/> Wall Sign	Height of sign: _____ Width of sign: _____ Total area: _____ Area of wall (height x width) the new sign is to be attached to: _____ sq ft. Total area of any existing signage located on the same elevation as the new sign _____
<input type="checkbox"/> Detached sign <input type="checkbox"/> Subdivision <input type="checkbox"/> Free Standing	Height of sign: _____ Width of sign: _____ Total area: _____ If sign is curved, spherical, or any other shape, provide actual surface area: _____ Total height of detached sign: _____ Setbacks – Front property line: _____ Side property line: _____
<input type="checkbox"/> Temporary Sign <input type="checkbox"/> Banner	Height of sign: _____ Width of sign: _____ Total area: _____ Area of Wall: _____ sq ft Start date: _____ Expiration date: _____
Signature of Applicant: _____ Date: _____	

This section to be completed by City staff

Approved by: _____	Date: _____	
Date issued: _____	Permit Fee: _____	PERMIT #