



# Sign Permit Application

All applications, licenses and permits are subject to approval.  
Complete one application for each sign.

**Business Name****Business Address****Property Owner****Parcel PIN Number****Contractor Name****Contact Phone  
Number****Contact Email  
Address**

Attach specs, drawings, pictures, elevations, or graphics which include all dimensions, height and design.

**Freestanding Sign  
Type**

- ☐ Canopy
- ☐ Monument
- ☐ Pole
- ☐ Pylon

**Building Mounted  
Sign Type**

- ☐ Awning
- ☐ Fascia
- ☐ Projecting
- ☐ Roof
- ☐ Wall

**Will this be an off  
premise sign? (If yes,  
see Article 21 Zoning  
Section 21-126.19)**

- ☐ Yes
- ☐ No

**Will the sign contain a  
message center? (If  
yes, see Article 21  
Zoning Section 21-  
125.3 and 21-126.14)**

- ☐ Yes
- ☐ No

**Area of both sides in square feet (see Section 21-  
126.5)****Estimated sign cost**

I hereby state that the description and location of the proposed sign is true and correct as indicated by this application and submitted documents. (Applicant Name and Title)

**Type of permit**

- ☐ Existing Sign Relocation - \$50.00
- ☐ Existing Sign Alteration - \$50.00 plus \$0.25/sq ft for additional area
- ☐ Sign w/o Message Center - \$50.00 plus \$0.25/sq ft of sign face area
- ☐ Sign with Message Center - \$100.00 plus \$0.25 sq/ft of sign face area

**Total Amount****For Office Use Only**

Zoning District: \_\_\_\_\_ Approval Date: \_\_\_\_\_ Administrator: \_\_\_\_\_ Permit #: \_\_\_\_\_