



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 City Ordinance
Chapters 117 and 161)**

- ☐ Yes
- ☐ No

**Will the sign contain a
message center? (If
yes, see City
Ordinance Chapter
161)**

- ☐ Yes
- ☐ No

**Area of both sides in square feet (see Chapter
161)****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 #: _____