



SIGN PERMIT INFORMATION FORM 2024

Owner : _____

Address of Property : _____

City, State: _____

Business Name for Sign: _____

Applicant/Contact Name: _____

Phone Number : _____

Please complete the following information:

A. Number of new signs:

Free-standing

Single-faced: _____

Double-faced: _____

Mounted on Building

Single-faced: _____

Double-faced: _____

TOTAL NUMBER OF NEW SIGNS: _____

TOTAL SQ. FOOTAGE AREA OF ALL SIGNS: _____

B. Check one of the following options:

1. _____ The application is for a new sign(s) to replace an existing sign(s) for the **same** business.
2. _____ The application is for a new sign(s) for the **same** business.
3. _____ The application is for a new sign(s) for a **new business**.
4. _____ The application is for a new sign(s) to replace an existing sign to replace an existing sign(s) for a **new business**.

If #3 or #4 is checked, complete the following information:

Previous Use of the property or space:

Proposed new use of property or space:

Number of parking spaces provided:

Regular: _____ Handicapped Accessible: _____

REQUIRED SUBMITTALS AT TIME OF APPLICATION:

1. Building Permit Application
2. Building plan with sign elevations that indicate the exact wording and dimensions of letters, if sign(s) are single or double faced, and indicate the type of lighting (internal or external). Also, include the height, width & overall size of the sign.
3. Plat survey and site plan indicating the location and distances to all lot lines of all proposed & existing signs. (including signs on side of buildings, if any)
4. Sign Permit form

Note: A change of use of a building due to a new business may require an Establishment of Use and/or an Interior Remodel permit.