



Building Department

SIGN APPLICATION

Date: _____

Location of building/structure/lot for sign: _____

Business Name: _____

Applicant Name: _____

Applicant Address: _____

Applicant Telephone: _____

Applicant Email: _____

Number, size (square footage) and type of signs:

Linear footage of main building _____

Linear footage of tenant/occupant space: _____

Is sign illuminated? Yes No Internally _____ Externally _____

All signs must comply with Section 1138 or 1140.

SIGN PERMITS WILL NOT BE ISSUED WITHOUT A VALID CERTIFICATE OF OCCUPANCY

Include drawing depicting the position of the sign or other advertising structure in relation to any buildings, structures, streets or drives within a distance of one hundred fifty (150) feet, measured in a straight line without regard to intervening buildings, structures, streets or drives.

Include two (2) blueprints or ink drawings of the plans and specifications and method of construction and attachment of the sign or advertising structure to the building or into the ground.

A change of occupancy shall immediately revoke any previously issued use permit for a sign for the premises; and any sign on the premises must be removed by the person, firm, or corporation to whom the permit was issued. Signs shall be removed within ten (10) days after the store or building has been vacated.

Building Owner:

Phone: _____

Contractor/Person erecting sign:

Phone: _____