



## Building Department

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### 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:

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Linear footage of main building \_\_\_\_\_

Linear footage of tenant/occupant space: \_\_\_\_\_

Is sign illuminated? Yes No Internally \_\_\_\_\_ Externally \_\_\_\_\_

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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:

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Phone: \_\_\_\_\_

Contractor/Person erecting sign:

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Phone: \_\_\_\_\_