



Application Date _____
OCC _____
SGN _____

Sign Permit Application

Please print clearly or type all information. Incomplete applications will not be processed.

1. SUBMIT 3 DRAWINGS WITH THIS APPLICATION SHOWING HOW THE SIGN IS TO BE ERECTED & WHERE IT IS TO BE PLACED.
2. SIGN DRAWINGS MUST INCLUDE DIMENSIONS OF THE SIGN, LETTERING AND BACKGROUND COLORS.
3. THE APPLICANT SHALL FURNISH AS PART OF THE APPLICATION, THE CONSENT OF THE OWNER(S), OR THE OWNER'S AGENT, GRANTING PERMISSION FOR THE PLACEMENT OF THE SIGN.
4. A MINIMUM PERMIT FEE of \$90 PER APPLICATION IS REQUIRED AND IS NON-REFUNDABLE, IN THE EVENT THE PERMITS ARE NOT APPROVED AND NOT ISSUED.

PROPERTY ADDRESS	Street Address including zip code _____ Suite _____	
	Business owner/mgr _____	
APPLICANT INFORMATION	Applicant _____	Phone _____
	Address _____	Zip Code _____
INSTALLER OF SIGN	Company Name _____	Phone _____
	Address _____	Zip Code _____
PROPERTY OWNER	Name _____	Phone _____
	Address _____	Zip Code _____
SIGN INFORMATION	Wording on Sign: _____	
	Location of Sign: _____	
	Sign is (circle one): Permanent or Temporary	
	Type of sign (i.e. building, freestanding, leasing) _____	
	Style (channel letter, box sign) _____	
	Width _____ ft.	Height _____ ft. Area of sign _____ sq ft
	Number of faces _____	Color _____
	Material _____	Height above grade _____ ft. Setback from property line (if freestanding) _____ ft.
	Frontage of business _____ linear feet	Is sign electric? (circle one) Yes No Existing (box sign only)

I hereby certify that this application for a sign permit is made on authority of the property owner and that I am authorized to make application and act on behalf of the property owner with respect to this sign.

Printed Name: _____

Signature: _____