

Bradley D. Sellers, Mayor



Benjamin W. Brown, Building Commissioner

# SIGN APPLICATION

<b>Permit #</b>	<b>Fee:</b>	<b>Date:</b>
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Permanent Parcel #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ .

Property Address: \_\_\_\_\_

Type of Sign (check all that apply):     Wall Sign     Ground Sign     Pole Sign     Roof Sign  
 Projecting Sign     Billboard     Illuminated Sign     Temporary Sign     Permanent Sign

Property Owner Name: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

(Consent of the owner is required if the applicant is not the owner)

Contractor Name: \_\_\_\_\_

Contractor Representative: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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

(Registration, bond, and certificate of insurance required)

Description of work to be completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Requirements**

- Two sets of the following documents:
  - Site plan showing position of the sign or other advertising structure in relation to nearby buildings or structures
  - Drawings of the plans and specifications and method of construction and attachment to the building or method of installation in the ground.
- Consent of the owner of the building, structure or land to which or on which the structure is to be erected if the application is made by someone other than the owner.

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ALTERATION TO SIGN SIZE OR ADVERTISING COPY

Number of faces \_\_\_\_\_ x \$100.00 = \_\_\_\_\_ + \$50.00 base fee = \_\_\_\_\_  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

GROUND SIGNS

Total sq. ft. of all faces \_\_\_\_\_ x \$3.00 = \_\_\_\_\_ (Minimum \$200.00) + \$50.00 base fee = \_\_\_\_\_  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

ALL NEW SIGNS EXCEPT PERMANENT GROUND OR TEMPORARY

Total sq. ft. of all faces \_\_\_\_\_ x \$3.00 = \_\_\_\_\_ (Minimum \$70.00) + \$50.00 base fee = \_\_\_\_\_  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

TEMPORARY LEASING/FOR SALE SIGN

Number of signs \_\_\_\_\_ x \$20.00 = \_\_\_\_\_ + \$50.00 base fee = \_\_\_\_\_  
Subtotal \_\_\_\_\_ x 1.03 (3% state surcharge) = \_\_\_\_\_

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LIST ALL ADDITIONAL SIGNS AT THIS PROPERTY:

DESCRIPTION	TYPE	SIZE	FACES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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Application is hereby submitted for a permit to erect or alter a structure as described in this application and all accompanying paperwork/drawings which are part of this application. The undersigned agrees to build in accordance with all applicable codes, ordinances of the City, and laws of the State, and to request inspections as required, and to adhere to plans and specifications as submitted with any corrections, and understand that any violation of these conditions voids the permit. The undersigned swears and affirms that the information herein is true and accurate and acknowledges that the filing of an application containing false or incorrect information with the intent to avoid the licensing, permit, or tax requirements of the State or this City is falsification and voids this permit. Additional permits may be required.

**Note: Codified Ordinance 1123.03: "Any building permit issued shall become invalid unless work authorized by such permit shall have been commenced within six months after the date the permit is issued and completed within one year after the date the permit is issued. No work shall be suspended or abandoned for a period exceeding ninety day**