

**SIGN APPLICATION**

(Please PRINT. Application is PER SIGN. Note: A DRAWING is required.)

Regarding Address: \_\_\_\_\_

Business

Name: \_\_\_\_\_ Rec'd \_\_\_\_\_

(Where the sign will be erected)

Contact Person/Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Estimated Cost  
of Sign: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Sign  
Installer: \_\_\_\_\_

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

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

Wording to appear on sign: \_\_\_\_\_

Will sign be illuminated? Yes \_\_\_\_\_ No \_\_\_\_\_ Underwriter's label # \_\_\_\_\_

Sign type: Wall Pole Ground Billboard Canopy Awning Other: \_\_\_\_\_

Overall measurements of sign: \_\_\_\_\_ Weight: \_\_\_\_\_

Height from ground to: Bottom of sign: \_\_\_\_\_ Top of Sign: \_\_\_\_\_

Distance from the outer surface of sign to the curb: \_\_\_\_\_ To side and/or lot lines: \_\_\_\_\_

Wind Load Requirement \_\_\_\_\_ P.S.F. (City code requires min. of 40 P.S.F.)

Distance between the building & the sign: \_\_\_\_\_ Length of building front: \_\_\_\_\_

Type of post/mounting to be used: \_\_\_\_\_

\*(An inspection from this office is required before pouring concrete)

\*(Upon completion, an electrical certificate is required for this office if a UL# has not been provided.)

Applicant's Comments: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(For office use only)

Approved / Denied, Bldg. Insp. Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved / Denied, Zoning Officer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Permit # \_\_\_\_\_ Date issued: \_\_\_\_\_ Fee: \_\_\_\_\_ Date Pd: \_\_\_\_\_

Regarding Address: \_\_\_\_\_

Business Name: \_\_\_\_\_

- Please provide a drawing of the premises to include the location of the sign, all measurements of the sign and all distances from all buildings, public right-of-ways, as listed on the first page of this application.
- The from property line is to be measured from the inside of the sidewalk (closest to the property, not the street). If there is NOT a sidewalk, please contact our office so we may help you calculate the distance suing street widths. Please indicate where the front of the property is situated on this sheet.
- Thank you.

A large empty rectangular box with a thin black border, intended for a drawing of the premises. The box is currently blank.

