



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 \$85 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	Height	Area of sign
		ft.	ft. sq ft
	Number of faces	Color	
	Material	Height above grade	Setback from property line (if freestanding)
		ft.	ft.
Frontage of business		Is sign electric? (circle one)	
linear feet		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: _____