



APPLICATION FOR SIGN INSTALLATION PERMIT

<input type="checkbox"/> Permit Issued	Sign Application No. _____
<input type="checkbox"/> Permit Denied	
Reason: _____	Date Submitted: _____
_____	Date Approved: _____

FEE: \$10.00 (per Sign)	FEE: \$20.00 (per Electrical Permit, if Applicable)
Fee Paid: _____	Electrical Permit Required: _____
Date: _____	Electrical Permit Number: _____

Please provide a rendering of the proposed sign showing dimensions and area.

- 1) Location of Property:
Address: _____
Parcel I.D. Number: _____ Zoning: _____

- 2) Applicant's Name: _____ Phone: _____
Email Address: _____
Address: _____
City: _____ State: _____ Zip Code: _____

- 3) Name of Property Owner(s) if other than Applicant:
Email Address: _____
Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____

- 4) Sign Installer:
Name: _____ Phone: _____
Email Address: _____
Address: _____
City: _____ State: _____ Zip Code: _____

- 5) Cost of sign: _____

- 6) Road Frontage:
Width of building front tenant space (when applicable): _____ Ft. (Required)

Application Continues on Next Page

7) Proposed sign is: New Sign Addition to Existing Signage Replacement of Existing Sign

8) Expected Date of Installation: _____

9) Proposed Type of New Sign (Check One):
 Freestanding Flush-Mounted (height of placement _____)
 Projecting Dynamic Display
 Window Other _____

10) Size of Proposed New Sign
Sign Height: _____ Sign Width: _____ Base Height (if applicable): _____
Total Sign Area: _____

11) Size of Existing Signage
A. Total Existing Signage (Square Feet): _____
Does existing signage contain a freestanding sign? Yes* No
**If you marked yes, please answer question B.*
B. Size of Existing Freestanding Signage (If Applicable)
Sign Height: _____ Sign Width: _____ Base Height: _____
Total Height (Sign Height + Base Height): _____
Total Sign Area: _____

12) Illumination of Sign: Non-Illuminated Flood Lights
 Back-Lighted Neon (Variance Required)

13) Hours of illumination: From _____ (a.m./p.m.) to _____ (a.m./p.m.)

14) Does sign include changeable copy? Yes No

15) Will any of the lighting on the sign be moving or blinking? Yes No

16) Will sign contain animated or dynamic display? Yes No
Applicable area of animation or dynamic display _____ ft. x _____ ft.
Include specifications of display with application.

SITE PLAN AND RENDERING

A site plan and rendering must be attached below at a scale large enough for clarity showing the following information:

Location and dimensions of:

- Lot (indicate if corner lot)
- All Buildings
- Driveways and Off-Street Parking Spaces
- Easements
- Underground & Overhead Utilities
- Location of Proposed Wall Sign – If applicable
- Location of Proposed Freestanding Sign – If applicable (indicate distance to all property lines)

Note: The Zoning Administrator may require additional information as necessary for permit approval.

Application Continues on Next Page

I certify that all of the above statements and those contained in any papers or plans submitted herewith are true and accurate. I also understand that changes in plans or specifications shall not be made without written approval of this office. Failure to comply with these regulations shall constitute a violation of the sign regulations. Signs erected without a permit are illegal and will be prosecuted.

All signatures are required for the permit to be processed.

Applicant:

Signature: _____ Date _____
Printed Name _____

Business Owner:

Signature: _____ Date _____
Printed Name _____

Property Owner:

Signature: _____ Date _____
Printed Name _____

For Office Use Only

Zoning Administrator _____ Approval Disapproval Date: _____

Comments: Call (618)-692-7535 to request an inspection when the sign installation is complete.

Electrical Inspector (If applicable) _____ Approval Disapproval Date: _____

Comments:

Final Inspection Complete Date: _____