



## Sign Permit Application Form

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

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

Number of Signs: \_\_\_\_\_ Description of Sign(s): \_\_\_\_\_

Type of Sign:

New Sign

Wall-Mounted Sign *(complete page A for each sign)*

Existing Sign

Freestanding Sign *(complete page B for each sign)*

Integrated Multi-Tenant Sign *(complete page B for each sign)*

Other: \_\_\_\_\_

*\*Please attach site plan, or complete Sign Site Plan on the back of this application form, to depict the sign location.*

Sign Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Is sign illuminated?  Yes  No

Electrician: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

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

### FOR OFFICE USE ONLY

Zoning District: \_\_\_\_\_ Comments: \_\_\_\_\_

Zoning Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Building Permit Issue Date: \_\_\_\_\_ Building Permit Number: \_\_\_\_\_

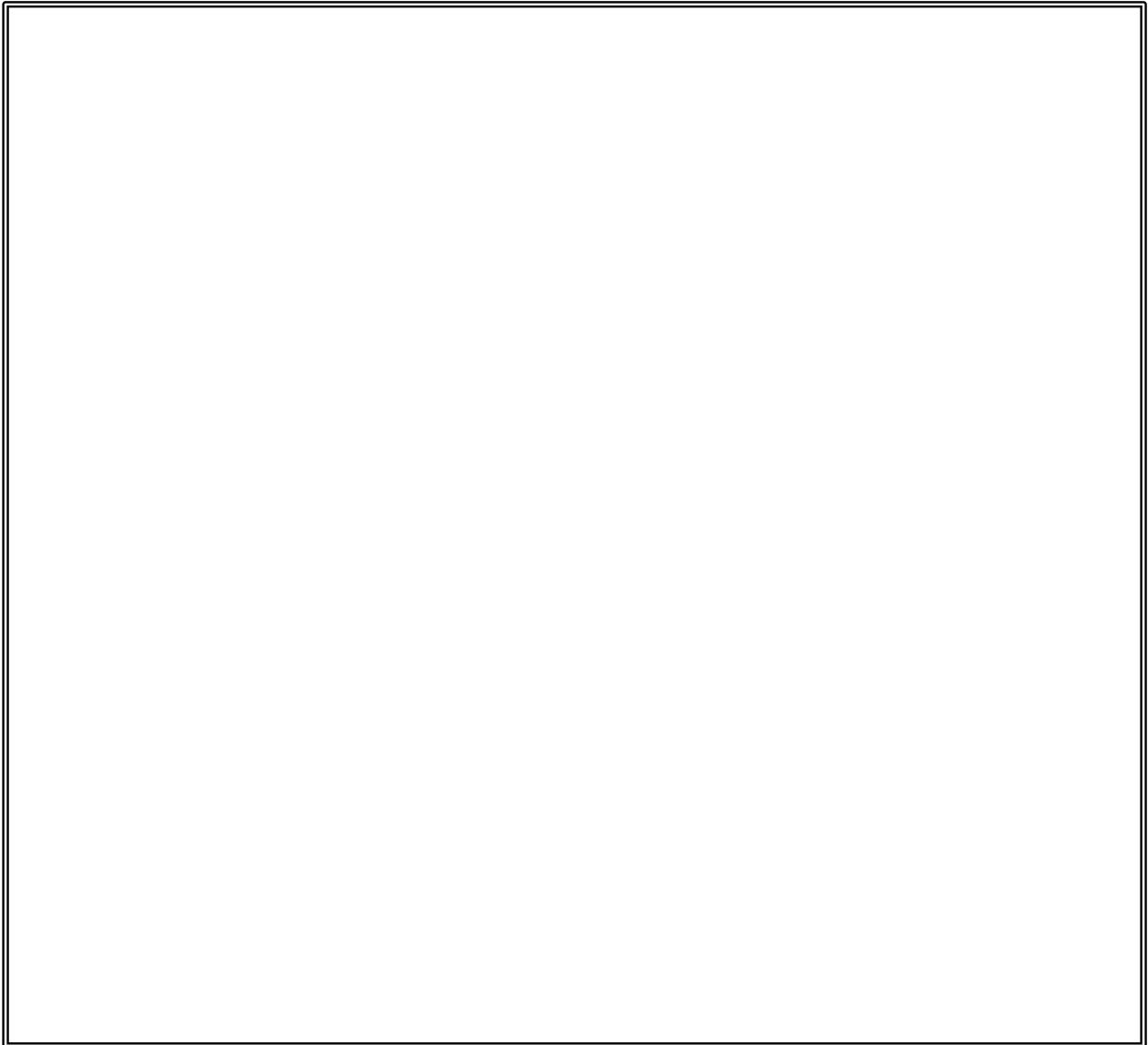
Building Clerk Signature: \_\_\_\_\_ Building Permit Fee: \_\_\_\_\_

# Sign Site Plan

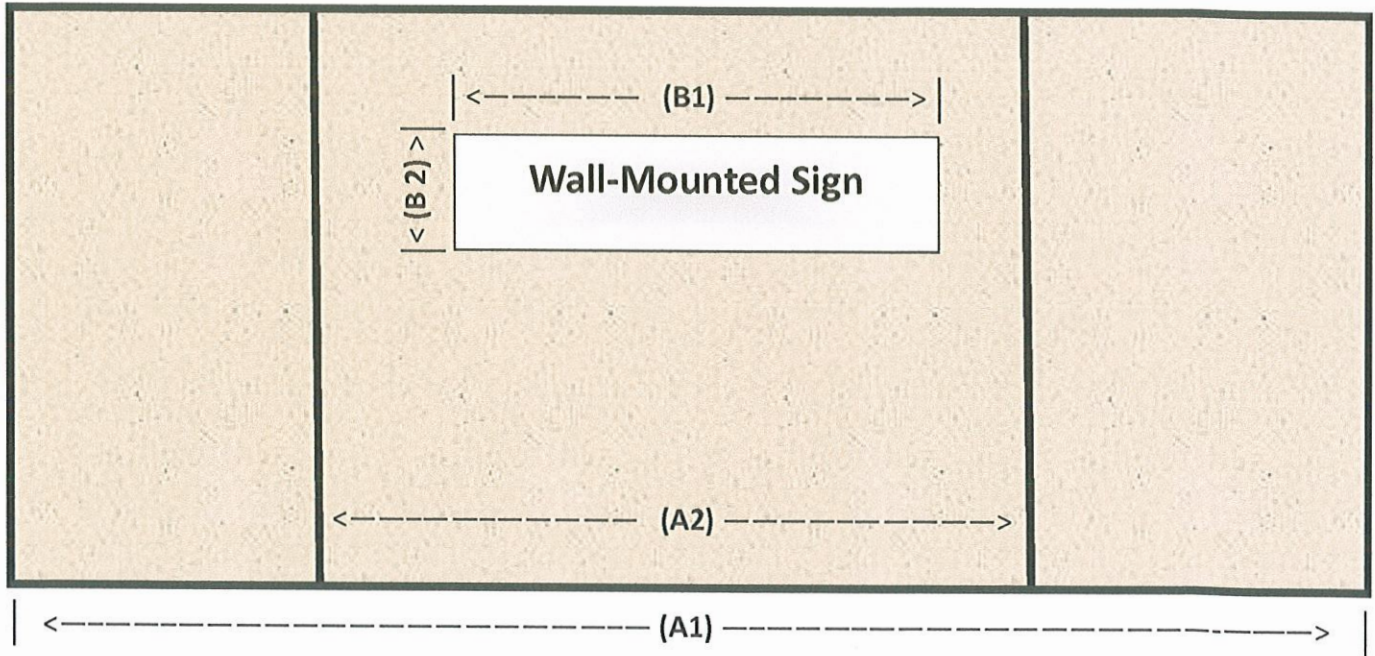
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**Please indicate:**

- Location of streets fronting the property
- Location of the business building
- Location of parking lots, and ingress/egress
- Proposed sign location



# WALL-MOUNTED SIGN—DIMENSIONS



The example sign diagram above may not be representative of the size and shape of all proposed signs.  
It is strictly offered as a guide to the measurement of signs.

Is building, or tenant space, on a corner fronting two public roadways?  Yes  No

A1. Total width of building front : \_\_\_\_\_

A2. Total width of front of tenant space (for business in multi-tenant building): \_\_\_\_\_

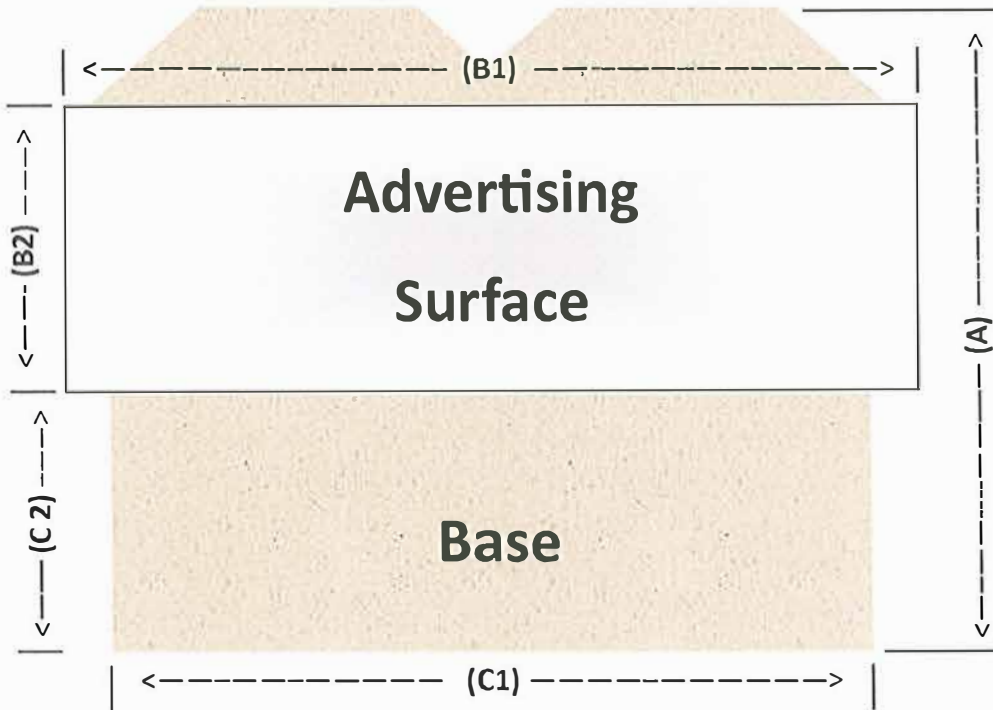
B1. Width of sign: \_\_\_\_\_

B2. Height of sign: \_\_\_\_\_

D. Total area of sign (B1 x B2): \_\_\_\_\_

\* Please attach structural sign plans

# FREESTANDING SIGN—DIMENSIONS



The example sign diagram above may not be representative of the size and shape of all proposed signs.  
It is strictly offered as a guide to the measurement of signs.

A. Total height of sign, above grade: \_\_\_\_\_

B1. Width of advertising surface: \_\_\_\_\_

B2. Height of advertising surface: \_\_\_\_\_

B3. Depth of advertising surface: \_\_\_\_\_

C1. Width of base: \_\_\_\_\_

\*Shall be no less than 80% of the width of advertising surface (B1).

C2. Height of base: \_\_\_\_\_

C3 . Depth of base: \_\_\_\_\_

\*Shall be no less than 50% of the depth of advertising surface (B3).

C4. Material for base: \_\_\_\_\_

D. Total area of sign (B1 x B2): \_\_\_\_\_

\* Please attach structural sign plans