

**SIGN PERMIT APPLICATION**

JOB ADDRESS \_\_\_\_\_ LAND USE \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_ DATE PERMIT ISSUED \_\_\_\_\_

PERMIT NUMBER \* \_\_\_\_\_

TENANT \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ LICENSE NO. \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

SUBMIT PHOTOGRAPH OF PROPERTY SHOWING ALL EXISTING SIGNS AND PROVIDE A DETAILED DRAWING OF PROPOSED SIGNS. INDICATE LOCATION, COLOR, AND DESIGN OR COPY OF EACH SIGN, IDENTIFIED AS SIGN A, B, C, ETC.

DIMENSIONS OF EACH PROPOSED SIGN (IDENTIFY EACH BY A, B, C, AND INDICATE WHETHER EXISTING OR PROPOSED):

\_\_\_\_\_  
\_\_\_\_\_

INDICATE BUILDING DIMENSIONS \_\_\_\_\_

INDICATE LOT PERIMETER DIMENSION \_\_\_\_\_

SIGN COLORS \_\_\_\_\_

SUBMIT STRUCTURAL DETAILS AND CALCULATIONS (WIND LOAD MINIMUM 20# PER SQUARE FOOT)

FOOTING SIZES AND DEPTH \_\_\_\_\_

UNDERWRITERS LABEL NO. \_\_\_\_\_

**\* ALL SIGNS SHALL BEAR THE PERMIT NUMBER IN AN INCONSPICUOUS LOCATION BUT READILY VISIBLE FROM THE GROUND IN NUMERALS NOT SMALLER THAN 3/4 INCHES IN HEIGHT. FAILURE TO PLACE THIS PERMIT NUMBER ON THE SIGN AT TIME OF INSTALLATION WILL SUBJECT THE PERSON TO WHOM PERMIT ISSUED TO PENALTIES SPECIFIED IN SIGN CODE.**

TOTAL SIGN AREAS PERMITTED (IDENTIFY AS A, B, C, ETC.) \_\_\_\_\_

APPROVALS: PLANNING DEPARTMENT OR COMMISSION \_\_\_\_\_

BUILDING DEPARTMENT \_\_\_\_\_

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**INSPECTION RECORD:**

SETBACKS \_\_\_\_\_

FOOTINGS \_\_\_\_\_

COLUMNS \_\_\_\_\_

FRAMES/ANCHORS \_\_\_\_\_

FINAL \_\_\_\_\_

PERMIT NO. ON SIGN VERIFIED \_\_\_\_\_

REMARKS \_\_\_\_\_

\_\_\_\_\_  
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