



# Sign Permit Application

Permit number \_\_\_\_\_

### FOR INTAKE, STAFF USE ONLY

Application date \_\_\_\_\_ Other inspections \_\_\_\_\_

Issued date \_\_\_\_\_ Map zone \_\_\_\_\_ Applicable zone \_\_\_\_\_

Approved by \_\_\_\_\_ Overlay zone \_\_\_\_\_

Structural engineer's approval \_\_\_\_\_ Plan / historic district \_\_\_\_\_

### APPLICANT: Complete all sections below that apply to the project. Please print legibly.

Installation address \_\_\_\_\_ Property tax account # \_\_\_\_\_

Business name \_\_\_\_\_

Legal owner of sign \_\_\_\_\_

Address of sign owner \_\_\_\_\_

Property owner name \_\_\_\_\_

Address \_\_\_\_\_

Sign contractor name \_\_\_\_\_ Construction contractors board # \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ FAX \_\_\_\_\_ email \_\_\_\_\_

#### For electric signs

Electrician's name \_\_\_\_\_ Electrician's license # \_\_\_\_\_

#### Which of the following best describes the proposed work?

- New sign
- Alteration to existing sign
- Addition to an existing sign, size increased by \_\_\_\_\_%
- New awning
- Addition to existing awning
- Addition of a sign to existing awning

#### Type of sign, check all that apply

- Freestanding
- Sign on awning
- Painted wall/adhered
- Other \_\_\_\_\_
- Monument
- Fascia sign, over 400 lbs.
- Pitched roof
- Projecting
- Fascia sign 400 lbs. or less
- Sign on marquee
- Sign attached to canopy

#### Proposed sign dimensions

width of sign face	height of sign face	overall sign height	depth of fascia sign	total area of sign
ft.	ft.	ft.	in.	sq. ft.

- [Y] [N] Do you have permission of the property owner to erect this sign?
- [Y] [N] **Changing image features?** If yes, area of change \_\_\_\_\_ sq.ft.      [Y] [N] **Illuminated?**
- [Y] [N] **Complete listing of existing signs attached. Required,** a complete listing including type and size area.
- [Y] [N] **Site plan attached.** If a site plan is required it must show size and location of existing signs, for site plan requirements see the Sign Permit Program Guide.

Applicant's signature \_\_\_\_\_

Applicant's name, printed \_\_\_\_\_ Applicants phone # \_\_\_\_\_

# All signs and awnings are required to be compliant with City Code Title 32

## Provide elevation drawing of the sign on a separate sheet, include:

1. All details and dimensions of the sign.
2. Type of material and all dimensions of supports and footings.
3. Clearance above ground.
4. Distance of any projection over the right-of-way.
5. If the sign will be attached to a building, show the building roof line for the wall on which the sign will be mounted.
6. Type of lighting.

<b>Illuminated, electric signs</b>		<b>Non-illuminated signs</b>	
Fascia, free standing or projecting signs with direct, neon internal or changing image lighting		Fascia, freestanding or projecting signs without any lighting or other electrical components	
Up to 20 sq. ft.	\$215	Up to 20 sq. ft.	\$165
Over 20 and up to 40 sq. ft.	\$266	Over 20 and up to 40 sq. ft.	\$226
Over 40 and up to 60 sq. ft.	\$308	Over 40 and up to 60 sq. ft.	\$266
Over 60 and up to 80 sq. ft.	\$337	Over 60 and up to 80 sq. ft.	\$277
Over 80 and up to 100 sq. ft.	\$369	Over 80 and up to 100 sq. ft.	\$287
Over 100 and up to 120 sq. ft.	\$411	Over 100 and up to 120 sq. ft.	\$308
Over 120 and up to 140 sq. ft.	\$431	Over 120 and up to 140 sq. ft.	\$318
Over 140 and up to 160 sq. ft.	\$450	Over 140 and up to 160 sq. ft.	\$337
Over 160 and up to 180 sq. ft.	\$473	Over 160 and up to 180 sq. ft.	\$369
Over 180 sq. ft.	\$491	Over 180 sq. ft.	\$391

<b>Wall painted or adhered signs</b>	\$1.06 per square foot (minimum fee - \$35.)
<b>Awnings without signs</b>	\$9.12 per linear foot of awning
<b>Sign and awning combinations</b>	Awning fee plus \$1.53 per square foot of sign area
<b>Sign added to an existing awning</b>	Same fee as required for non-illuminated sign, above
<b>Structural Plan Review Fee</b> - Required for all wall fascia signs over 400 lbs. and all projecting signs, freestanding and monument signs over 6 feet in height, all pitched roof signs and all awnings.	65% of the permit fee, minimum fee \$155
<b>Additional Plan Review</b> - For changes, additions or revisions to approved plans for review of proposed pre-approved structural designs	\$78 minimum for 30 minutes or less \$155 for per hour or fraction there of for any part of an hour over 30 minutes
<b>Investigation fee</b> - for commencement of work before obtaining a permit	Minimum \$110 per hour or fraction of hour
<b>Inspections outside of normal business hours</b>	Minimum \$210 per hour or fraction of an hour
<b>Structural alteration to existing sign</b>	Same fee as for new sign
<b>Renewal of expired permit</b>	50% of original permit fee, minimum \$155
<b>Re-inspection fee</b>	\$110 per inspection
<b>Early Assistance for Sign Permits</b>	Early Assistance sign code meeting - \$77 Fee for each additional staff in attendance - \$90

Information is subject to change.