



# Sign Permit Application

PROPERTY			
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Industrial	Property Address	Owner Name	Owner Phone Number

OFFICE USE	
Permit Number	Date Received/Paid
Date Issued	Total Fees Paid
Date Expires	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Zone	Front Back Side Side CL
<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Conditions	
Building Official / Authorized Representative _____ Date _____	
Date Project Completed / Final Inspection Date	

APPLICANT	
<input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Architect <input type="checkbox"/> Engineer	<p><b>This permit expires twelve (12) months from the date of issuance.</b> The undersigned warrants that he/she has reviewed and is familiar with the provisions of the building, fire, electrical, plumbing, mechanical ICC, and all applicable zoning standards and will defend, indemnify, protect and save harmless the City and it's employees from any and all liability, from any claim or cause of action which any person may have claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and provisions thereof. I hereby certify that I have read and examined this application and it's attachments and know the same to be complete, true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. I agree to adhere to the plans as submitted and approved by the City Staff and will provide notification of any change prior to construction. The granting of a permit does not presume to give authority to violate or cancel the provision of any other state or local law regulating construction or the performance of construction.</p>
Business	
Name	
Address	
City/State/Zip	
Phone _____ Cell Phone _____	
Email Address	Signature of Applicant _____ Date _____
	Signature of Property Owner _____ Date _____
	<b>NOTE: Sign Permit Application will not be processed without the signature of the property owner.</b>

CONTRACTOR (if not the applicant)		
<input type="checkbox"/> General <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical <input type="checkbox"/> Roofing <input type="checkbox"/> Other	Name	Phone / Email
		Registered in Denison <input type="checkbox"/> Yes <input type="checkbox"/> No

**Please fill out a separate box for each sign.  
Use another form if necessary for more than 4 signs.**

Sign 1
<b>Type of Sign</b> <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Wall
<b>Sign Dimensions</b> _____ ft <sup>2</sup> Height                  Width                  Sign Face
<input type="checkbox"/> Single Faced <input type="checkbox"/> Double Faced  <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated  <input type="checkbox"/> On Premise <input type="checkbox"/> Off Premise
Does this sign exist? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, is this sign intended to replace the existing sign? <input type="checkbox"/> Yes <input type="checkbox"/> No

Sign 2
<b>Type of Sign</b> <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Wall
<b>Sign Dimensions</b> _____ ft <sup>2</sup> Height                  Width                  Sign Face
<input type="checkbox"/> Single Faced <input type="checkbox"/> Double Faced  <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated  <input type="checkbox"/> On Premise <input type="checkbox"/> Off Premise
Does this sign exist? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, is this sign intended to replace the existing sign? <input type="checkbox"/> Yes <input type="checkbox"/> No

Sign 3
<b>Type of Sign</b> <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Wall
<b>Sign Dimensions</b> _____ ft <sup>2</sup> Height                  Width                  Sign Face
<input type="checkbox"/> Single Faced <input type="checkbox"/> Double Faced  <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated  <input type="checkbox"/> On Premise <input type="checkbox"/> Off Premise
Does this sign exist? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, is this sign intended to replace the existing sign? <input type="checkbox"/> Yes <input type="checkbox"/> No

Sign 4
<b>Type of Sign</b> <input type="checkbox"/> Canopy <input type="checkbox"/> Directional <input type="checkbox"/> Marquee <input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Roof <input type="checkbox"/> Wall
<b>Sign Dimensions</b> _____ ft <sup>2</sup> Height                  Width                  Sign Face
<input type="checkbox"/> Single Faced <input type="checkbox"/> Double Faced  <input type="checkbox"/> Illuminated <input type="checkbox"/> Non-Illuminated  <input type="checkbox"/> On Premise <input type="checkbox"/> Off Premise
Does this sign exist? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, is this sign intended to replace the existing sign? <input type="checkbox"/> Yes <input type="checkbox"/> No

Attachments
Note: Applications will not be processed without the following information:
<b>A color drawing of the new sign.</b>
<b>A site drawing of proposed sign location</b> which includes the following:
<ul style="list-style-type: none"> <li>• property lines</li> <li>• streets and driveway locations</li> <li>• existing buildings and structures</li> <li>• existing signs and dimensions</li> <li>• new sign(s) location</li> <li>• north arrow</li> <li>• right of way</li> </ul>

Project	
<b>General Description of Project</b>	
<input type="checkbox"/> Permanent Sign(s) <input type="checkbox"/> Temporary Sign(s)	
Special Architectural / Design Standards required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Total Valuation	Permit Fee