



BP# \_\_\_\_\_

\$ \_\_\_\_\_

## Sign Application

### 1. Applicant:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### 2. Owner of Premises:

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

### 3. Sign Location:

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

4. Is the proposed sign for a new business or other new establishment? \_\_\_\_\_

5. Will the proposed sign replace any sign? \_\_\_\_\_

6. Is the proposed sign a refurbishing of a sign already in place? \_\_\_\_\_

7. Describe in detail the location of the sign, be specific as to where the sign will be placed in relation to the building, property lines, streets, parking areas, etc. \_\_\_\_\_  
\_\_\_\_\_

8. Describe in detail the type and placement of lighting for the sign, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Materials from which the sign will be made (include colors to be used): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Overall dimension of sign: \_\_\_\_\_

11. Sign message and dimension of message: \_\_\_\_\_  
\_\_\_\_\_

12. Type of lettering, color, material, etc. of sign message: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13. Sign Erector:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_

14. Attach a sketch of your proposed sign and/or graphic drawn to scale, which includes the information, requested in numbers six (6) through eleven (11).

15. Attach proof of bond or liability insurance sufficient to cover potential losses due to construction maintenance or location for the duration of the sign.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Property Owner

\_\_\_\_\_  
Signature of Property Owner

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**TO BE COMPLETED BY THE BUILDING INSPECTOR**

Building Permit Application: Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspector Signature