



APPLICATION FOR PERMIT TO ADD SIGNS AND ADVERTISING DEVICES

Date: _____

Location (Street Address): _____

Length: _____ Width: _____ Depth: _____

Commencement Date: _____ Completion Date: _____

Applications for Permanent Signs Shall Include the Following Information:

- A. Detailed drawings to scale
- B. Site plan to scale
- C. Exact wording and coloring of sign
- D. Type of sign
- E. Fee

Time Limits: If the work authorized by a permit has not been completed within six (6) months after the date of approval, such permit shall become null and void and a new permit shall be applied for and issued prior to erecting the sign.

Completion: The erector or installer of the sign or advertising device shall notify the City Building Inspector within fourteen (14) days of completion of installation. The Building Inspector shall, in fourteen (14) additional days, take, develop, date, and file appropriate colored pictures of the sign or advertising device. Said file shall be maintained by the Building Inspector and shall be open for public inspection during normal business hours thereafter.

Contractor Performing Work for the Sign (Name, Address, and Phone Number):

Applicant (Name, Address, Phone Number):

Fee Submitted (\$25.00): \$ _____ Date: _____

Approved / Denied

If denied, reason under City Code: _____

Building Inspector: _____

Permit No. _____ Issued/Not Issued