



Building & Planning Department  
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# Sign Permit Application

**Commercial**  
 **Residential**

SITE ADDRESS: \_\_\_\_\_

Permit # \_\_\_\_\_

ASSESSOR'S PARCEL NO: \_\_\_\_\_

Valuation \$ \_\_\_\_\_

**New Sign Install Zoning Review Fee \$75.00**

<b>Building Owner:</b>
Name:
Address:
City: State: Zip:
Phone: Email:

<b>Contractor:</b>
Name:
Address:
City: State: Zip:
Phone: Email:
Contractor Lic No: Exp Date:

<b>Applicant:</b>
Name:
Phone: Email:

Describe what you plan to do: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Required documents:**

- Completed sign detail sheet with footing/foundation, and/or attachment details.
- Drawing of proposed sign with dimensions.
- Site plan showing location, if not attached to the building.
- If installation of sign will be performed from any portion of the public right-of-way (sidewalk, alley, etc.), a right-of-way permit will be required.

We ask drawings be clearly drawn to scale and dimensioned. Engineered drawings may be required to verify the projecting signs meet wind loading requirements.

Plan Rev. Fee:	Bldg Permit Fee:	St. Surcharge:
New Sign Install Zoning Review: \$75.00		Total:

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of state or local law regulating construction or the performance of construction.

Signature \_\_\_\_\_

Date \_\_\_\_\_