



SIGN PERMIT APPLICATION

Business Name: _____
Business Address: _____
Business Phone #: _____ Contact Name and Phone _____

Property Owner's/Lessee's Name: _____
Property Owner's/Lessee's Address: _____
Property Owner'/Lessee's Phone #: _____

Sign Company: _____
Contact name: _____ (Tel): _____

Use of Building: _____
Site Location: _____

Business License #: _____ Permit Fee: _____ Permit #: _____

Sign Type	# of Signs	Dimensions	Sq. Footage	Frontage	Height
Primary					
Secondary					
Wall					
Directional					
Temporary					
Special Events					
Sketch / Photo					

The following documents should accompany this form upon submittal:

1. ___ **Conceptual drawing (*Color - scaled*)**
2. ___ **Color picture of building with location of proposed signage.**
3. ___ **Site plan with proposed signage**
4. ___ **Mounting detail drawing**
5. ___ **Authorization letter from property owner/Lessee (if different from building owner)**
6. ___ **If business is located in Historic District: COA application.**
7. ___ **Copy of sign company's business license**

Application Accepted By: _____ Date: _____

Approved for Issuance By: _____ Date: _____

Signature of Owner/Agent: _____ Date: _____