Application is Hereby Made to:  
Erect/Affix  
Alter  
Face Change  
Permanent Sign*  
Temporary Sign/Banner  
Subdivision/Shopping Center Identification Sign

At the Following Location:  
(Street Address)  
(Name of Business)  
(Applicant)  
(Address)  
(Phone / Fax)  
(Property Owner, if other than Applicant)  
(Address)  
(Phone)  
(Sign Contractor)  
(Address)  
(Phone / Fax)

**FREESTANDING SIGN**

- Illuminated
- Non-illuminated

- Sign Length  
- Sign Width (feet)

- Overall Sign Height (feet)

- Total Area of Sign (square feet)

* SUBMIT PLAT OF SURVEY OR SITE PLAN SHOWING SIGN LOCATION.

**WALL SIGN or BANNER**

- Wall Sign  
- Non-illuminated Wall Sign
- Banner (14 days)  
- Illuminated Banner

- If illuminated, from ______ AM/PM to ______ AM/PM
- Projection From Wall (inches)
- Sign Length  
- Sign Width (feet)

**EXPECTED INSTALLATION DATE ______/______/_______**

- Total Area of Sign (square feet)
- Width of front lot line (feet)
- Width of building front (feet)

**ESTIMATED COST OF SIGN $__________**

FOR ILLUMINATED SIGNS, INDICATE ON PLANS WHAT TYPES OF RACEWAY CONDUCTORS AND LOCATION OF DISCONNECT.

A DRAWING OF THE SIGN, INDICATING LOCATION, DIMENSIONS, AREA, OVERALL HEIGHT, ILLUMINATION (INCLUDING ELECTRICAL PLANS) AND METHOD OF SUPPORT/ATTACHMENT MUST BE ATTACHED TO THIS FORM.

**STATEMENT OF APPLICANT:**

I certify that all of the above statements are true and accurate and that all work performed as outlined above will be in accordance with the description that accompanies this application.

(Signature of Applicant or Owner)  
(Print Name Here)  
(Phone)

Temporary sign permits are valid for fourteen (14) days. Temporary banner permits are valid for fourteen (14) days. Up to four (4) temporary sign or banner permits per building will be permitted in a calendar year.

- Permit Issued
- Permit Denied – Reason

(For Official Use Only)

Plan Reviewer ___________________________  
Date ______/______/_______

Building Reviewer ___________________________  
Date ______/______/_______