



Community Development Department

Sign Permit Application

Property	Address _____		
	Parcel # _____		
	Project Name _____		
Project Information	Application Type:		
	<input type="checkbox"/> New Sign	<input type="checkbox"/> New Sign Package	
	<input type="checkbox"/> Temporary Sign	<input type="checkbox"/> Re-face Existing Signs	
	Submittal Requirements		
	<ul style="list-style-type: none"> ○ Provide 2 copies of color renderings with measurements and materials ○ Provide 2 site plan showing location(s) ○ Provide illumination details (if applicable) ○ Provide landscape plan (if applicable) ○ Provide construction and attachment detail/specifications 		
	Sign Permit	75.00	_____
	Sign Package	Base Fee	75.00 _____
		Additional signs	15.00 / each _____
	Existing Signage alteration	50.00	_____
	Temporary Sign	No Fee	
Applicant	Applicant Name _____ <input type="checkbox"/> Property Owner <input type="checkbox"/> Contractor		
	Phone _____	Email _____	
	Property Owner Name _____	Phone _____	
	Property Owner Address _____		
	Contractor Name _____	Phone _____	
	Contractor Address _____		
Signature	I hereby certify that I am the owner of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and I agree to conform to all applicable laws of the jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.		
	Applicant Signature _____		Date _____
Office Use	Permit Number _____	Plan Reviewer Signature	Finance Validation
	Total Fees _____	<input type="checkbox"/> Approved <input type="checkbox"/> Partial/App w/ Conditions Notes: _____	Receipt # _____ Cashier _____ Date _____