Division of Building and Zoning

Eddie Hunt
Chief of Building and Zoning

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Zoning Inspector

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SIGN PERMIT APPLICATION

All applications must be accompanied by drawings, to scale, showing the dimensions and locations of all proposed signs in relation to the building facade to which it is going to be attached and all property lines, including the right-of-way.

PROPERTY OWNER INFORMATION *(please provide the information of the owner of the land on which the business is located)*:

Owner Name: _____ Home/Cell Number: _____ Work Number: _____

Address: _____

BUSINESS INFORMATION *(please provide the information of the owner of the business for which this sign permit is being applied for)*:

Business Name: _____ Home/Cell Number: _____

Owner Name: _____ Work Number: _____

Address (if different from above): _____

Current Zoning: _____ Frontage Along Public Right-of-Way: _____

CONTRACTOR INFORMATION:

Business Name: _____ Phone Number: _____

Contact Name: _____ Alternate Number: _____

Address: _____

Type of Complex: ☐ Major Multi-Tenant ☐ Minor Complex ☐ Subdivision Complex

Mutli-Tenant Complex: A property is considered to be a Multi-Tenant Complex when the property has more than 250' of frontage along a public right-of-way, is zoned either B-3, M-1, or M-2, and houses multiple tenants.

Minor Complex: A property is considered to be a Minor Complex/Single Use Complex when it has less than 250' of frontage along the public right-of-way.

Subdivision Complex: A property is considered a subdivision when it is a residential subdivision consisting of either condominiums, apartments or residential houses.

SIGN INFORMATION:

Please provide the dimensions and type of sign for each sign associated with this permit. Please provide the total cost for all signs.

	Sign Dimensions	Type of Sign		Sign Dimensions	Type of Sign
Sign 1:	_____	_____	Sign 4:	_____	_____
Sign 2:	_____	_____	Sign 5:	_____	_____
Sign 3:	_____	_____	Sign 6:	_____	_____

Total cost of all signs being constructed: $ _____

Applicant Name (please print): _____ Applicant Email: _____ Date: _____

Do not write below this line - OFFICE USE ONLY

Approved by: _____ Date: _____