



# SIGN PERMIT APPLICATION

Date \_\_\_\_\_ Permit # \_\_\_\_\_ Value of Sign and Installation \$ \_\_\_\_\_

Project Business Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

Project Business Phone No.: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Merchant License#: \_\_\_\_\_

### **Type of Sign**

Projecting Sign  Wall Sign  Freestanding  Ground Mounted  Roof Sign

Electronic Message  Directional Sign

Existing Signs on property  No  Yes If Yes, what type of sign \_\_\_\_\_

Total number of existing signs \_\_\_\_\_

Is this a Repair/Replacement of an existing sign on the site?  No  Yes

If yes, describe \_\_\_\_\_

### **Illumination: Specify whether the sign is illuminated**

Illuminated from an internal source  Illuminated by separate ground lighting

Non-illuminated  Electronic Message Ctr (50% of total sign)  Blinking or Flashing Sign

Electrical Contractor \_\_\_\_\_

Merchant License # \_\_\_\_\_

### **Sign Dimensions, Setbacks, and Locations**

Overall Sign Height \_\_\_\_\_ (Does not apply to wall signs)

Clearance between bottom of sign and the ground \_\_\_\_\_ (Does not apply to wall signs)



**SIGN PERMIT APPLICATION**

**Sign Dimensions, Setbacks, and Locations**

Sign Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_ Sq. ft

Sign Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_ Sq. ft

Wall Dimensions: Height \_\_\_\_\_ Width \_\_\_\_\_ Area \_\_\_\_\_ Sq. ft  
*(applies to wall sign only)*

**Setback between leading edge of sign and property lines:**

front \_\_\_\_\_ rear \_\_\_\_\_ side \_\_\_\_\_

**Required:**

- **Attach Site Plan Showing the Location of Sign**
- **Attach Shop Drawing of Sign Detail and Foundation Construction Detail**
- **Engineered Plans required for any freestanding sign taller than 15 ft.**

**Suggested:**

- **Review Sign Ordinance Section 27-504 Prior to Applying for Permit**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make the application as his/her authorized agent and I agree to conform to all applicable laws of this jurisdiction.

The undersigned permittee acknowledges the application of the City of Warrensburg zoning ordinance, Chapter 27 of the City Code, and Subdivision Regulations, Chapter 21 of the City Code, to all construction within the City of Warrensburg, and specifically acknowledges that setback regulations apply to all construction within the City. The undersigned permittee is solely responsible to investigate these regulations and insure compliance with their particular requirements. Failure to do so may result in citation for violation of the applicable ordinance, failure to secure a certificate of occupancy, failure to secure future permits, or any combination thereof.

In addition to other possible required inspections, I acknowledge that a footing inspection is required for all ground mounted and freestanding signs and that a **final inspection is required for all signs.**

\_\_\_\_\_  
 Applicant Name (Please Print)

\_\_\_\_\_  
 Signature of Applicant

**Plan Review Fee** \_\_\_\_\_

**Sign Permit Fee** \_\_\_\_\_

**Electrical Fee** \_\_\_\_\_

**Total**        \$ \_\_\_\_\_

**Application Checked By:**

**Planner** \_\_\_\_\_

**Building Codes** \_\_\_\_\_

**Permit Granted** \_\_\_\_\_ **Denied** \_\_\_\_\_

**Reason for Denial** \_\_\_\_\_