



SIGN PERMIT APPLICATION

Date: _____ Permit # : _____ Construction Value \$ _____

APPLICANT INFORMATION

Owner Sign Contractor
Name: _____
Address: _____
Phone: _____
E-mail: _____

LOCATION OF SIGN INSTALLATION

Business Name: _____
Business Address: _____
Business Phone: _____
Merchant License # _____
Merchant License # _____

EXISTING SIGNS

Are there existing signs on the property? No Yes Total # of existing signs: _____
Type(s) of existing signs (see below): _____
Is this a repair or replacement of an existing sign on the property? No Yes
Describe: _____

ELECTRICAL

How will the sign be illuminated? Attach 2 copies of the electrical details.

- Non-illuminated Illuminated from an internal source Electronic Message Center
- Flashing Sign Illuminated by separate ground lighting

NEW SIGNS OR SIGN TO BE REPAIRED-*check all that apply*

Pole: A freestanding sign supported upon the ground by poles or columns.
Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.
Overall sign height: _____ ft. Clearance between the sign and the ground: _____ ft.
Attach:

- 2 copies of a drawing of the sign showing dimensions & construction specifications
- 2 copies of a site plan showing sign dimensions, location and setbacks from property lines.
- Plans for signs over 15 ft. in height must be stamped by a licensed Missouri Engineer

Pylon: A freestanding sign with 3 or more sign faces forming a closed shape.
Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.
Overall sign height: _____ ft. Clearance between the sign and the ground: _____ ft.
Attach:

- 2 copies of a drawing of the sign showing dimensions & construction specifications
- 2 copies of a site plan showing sign dimensions, location and setbacks from property lines.
- Plans for signs over 15 ft. in height must be stamped by a licensed Missouri Engineer

Ground Mounted: A freestanding sign whose bottom edge of advertising is less than 24 in. above finish grade.
Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.
Overall sign height: _____ ft. Clearance between the sign and the ground: _____ ft.
Attach:

- 2 copies of a drawing of the sign showing dimensions & construction specifications
- 2 copies of a site plan showing sign dimensions, location and setbacks from property lines.

Wall Sign: A sign painted on, attached to, or erected against the wall with the exposed face parallel to the wall, including signs installed inside a window and intended to be viewed from the outside. Signs can only cover 30% of a wall.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Wall dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

- Attach:
- 2 copies of a drawing or picture of the sign and where it will be installed on the building
 - Label all dimensions for the sign and the wall
 - State how the sign will be installed

Roof Sign: A sign erected on a roof, including a mansard-type roof, or above a parapet wall. Cannot extend above the highest point of the roof.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

- Attach:
- 2 copies of a drawing or picture of the sign and where it will be installed on the roof
 - Label all dimensions for the sign and the roof
 - State how the sign will be installed

Projecting Sign: A sign attached perpendicular to and projecting from the wall of a building.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Clearance between the sign and the ground: _____ ft.

Distance between the leading edge of the sign and the street curb: _____ ft.

Is the projecting sign being installed as an awning? No Yes

- Attach:
- 2 copies of a drawing or picture of the sign and where it will be installed on the building
 - Label all dimensions for the sign and the wall and the distance to the street curb
 - State how the sign will be installed

Directional Sign: Any sign that is designed and erected for the purpose of providing direction and/or orientation.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

- Attach:
- 2 copies of a drawing of the sign showing dimensions & construction specifications
 - 2 copies of a site plan showing sign dimensions, location and setbacks from property lines

I hereby certify 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. I agree to conform to all applicable laws of this jurisdiction and acknowledge the application of Chapter 27, the Zoning Ordinance, of the Code of City Ordinances to all construction in Warrensburg, and specifically acknowledges that setback regulations apply to all construction within the City. The undersigned permittee is solely responsible to investigate and ensure compliance with these regulations. 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

Date

FOR OFFICE USE ONLY

Permit Fee: \$ _____ Approved: Building _____ Date: _____

Zoning _____ Date: _____

Construction Type: _____ Use: _____ Zoning District: _____