

**APPLICATION FOR SIGN PERMIT
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\$ _____
(attach copy of contractor estimate)

Sign Permit Fee: \$ _____

PLEASE ATTACH ALL OF THE FOLLOWING ITEMS:

1. **Written consent of Property Owner**
2. **Copy of contract between sign contractor and Applicant/Owner**
3. **Two sets of site plan maps, sign elevation drawings and photographs showing exact location of proposed sign, facing direction and type of sign.**
4. **Two sets of drawings of the sign, drawn to scale, showing size, message, lettering, graphics, color, material, method of construction and attachment method to building or ground.**
5. **Copy of Workers Compensation Ins. for contractor (Form C105.2 or U-26.3, or waiver ONLY)**
6. **Copy of engineer or architect certification for wind resistance design. (if applicable)**
7. **IF SIGN IS TO BE ELECTIFIED, MUST BE U.L. APPROVED AND INSPECTED BY THE ELECTRICAL AGENCY ASSIGNED TO YOU BY THIS BUILDING DEPARTMENT. MUST CONFORM TO N.E.C. REGULATIONS**

PLEASE INITIAL THAT ABOVE INSPECTION WILL BE ARRANGED AND THAT YOU WILL COMPLY WITH REGULATIONS. _____

MISCELLANEOUS:

There shall be attached to the sign a nameplate showing:

- The permit number**
- Name and Address of Sign Contactor**
- Name and Address of Property Owner**
- Date of Erection**

This requirement is understood and acknowledged. _____ (Please Initial)

SIGNATURE OF APPLICANT: _____

SIGNATURE OF PROPERTY OWNER _____

SIGNATURE OF SIGN CONTRACTOR _____

(ALL 3 SIGNATURES MUST ACCOMPANY PERMIT ALONG WITH WRITTEN CONSENT OF OWNER. ANY ITEMS MISSING FROM PERMIT APPLICATION, WILL BE RETURNED TO THE APPLICANT TO BE COMPLETED)