



**CITY OF STEPHENVILLE**

**APPLICATION FOR SIGN PERMIT**

**BUILDING INSPECTION DEPARTMENT**

COMPLETE NUMBERED SPACES ONLY

1. DATE \_\_\_\_/\_\_\_\_/\_\_\_\_
2. JOB ADDRESS \_\_\_\_\_
3. LEGAL DESCRIPTION LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ ADDITION \_\_\_\_\_
4. NAME OF BUSINESS \_\_\_\_\_
5. VALUATION OF WORK (COST + LABOR) \_\_\_\_\_
6. PROPERTY OWNER \_\_\_\_\_ PHONE \_\_\_\_\_
7. CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_
8. ELECTRICAL CONTRACTOR (IF APPLICABLE) \_\_\_\_\_
9. CLASS OF WORK  NEW  REFACE  REPLACE EXISTING
10. SIGN DIMENSIONS LENGTH \_\_\_\_\_ WIDTH \_\_\_\_\_ SQ.FT. \_\_\_\_\_
11. SIGN TYPE  FREE STANDING  WALL  CANOPY  PORTABLE
12. PLANS ATTACHED  SITE PLAN  WORDING ON SIGN

NOTICE:

PLEASE READ BEFORE SIGNING

48 hour minimum review period begins at 9:00 a.m. on the next working day after receipt of application. No work shall be performed, nor any fee accepted until permit is issued.

13. APPLICANT SIGNATURE \_\_\_\_\_

## SIGNS

PRIOR TO THE ISSUANCE OF A PERMIT FOR THE ERECTION OF ANY TYPE OF SIGN, THE FOLLOWING ITEMS SHOULD BE SUBMITTED IN THE OFFICE OF THE BUILDING INSPECTOR WITH AN APPLICATION FOR A SIGN PERMIT. AFTER RECEIVING THE NECESSARY ITEMS, A REVIEW PERIOD CONSISTING OF 48 HOURS MINIMUM WILL BE NECESSARY FOR THE STAFF TO REVIEW THE APPLICATION.

### FREE-STANDING SIGNS

1. A SITE PLAN CONTAINING THE FOLLOWING:
  - a. ALL LOT LINES AND LOT DIMENSIONS
  - b. ALL EXISTING BUILDINGS AND EXISTING SIGNS
  - c. DISTANCES BETWEEN LOT LINES AND SIGNS (EXISTING & PROPOSED)
2. A DRAWING OF THE SIGN CONTAINING THE FOLLOWING:
  - a. THE DIMENSIONS OF THE SIGN ITSELF
  - b. THE OVERALL HEIGHT OF THE SIGN MEASURED FROM GROUND LEVEL TO THE TOP OF THE SIGN
  - c. THE SIGN MESSAGE
3. DRAWINGS OF ALL EXISTING WALL SIGNS AND/OR CANOPY SIGNS (DRAWINGS FOR THESE SIGNS ARE EXPLAINED BELOW)

### WALL AND CANOPY SIGNS

1. A DRAWING OF THE WALL OR CANOPY ON WHICH THE SIGN IS TO BE PLACED CONTAINING THE FOLLOWING:
  - a. THE OVERALL DIMENSIONS OF THE WALL OR CANOPY INCLUDING HEIGHT, LENGTH, ETC., (FACIAS MAY BE INCLUDED IN THE WALL DIMENSIONS)
  - b. THE LOCATION OF ALL EXISTING AND PROPOSED SIGNS INCLUDING THEIR OVERALL DIMENSIONS
  - c. THE DISTANCE WHICH THE SIGNS WILL PROJECT FROM THE FACE OF THE WALL OR CANOPY
  - d. THE SIGN MESSAGE

IN CERTAIN CONDITIONS, OTHER ITEMS MAY BE NECESSARY IN ADDITION TO THOSE LISTED ABOVE. YOU WILL BE NOTIFIED OF THOSE ITEMS AS THEY BECOME NECESSARY.