



SIGN INSTALLATION PERMIT APPLICATION

****APPLICANT SUBMITTAL DOES NOT CONSTITUTE APPROVAL OF PERMIT****

Please allow plan review processing time.

Business Name: _____	Date: _____
Business Address: _____	Sign Contractor: _____
Business Phone: _____	Contact Person: _____
Business Owner: _____	Phone: _____
Property Owner: _____	Fax: _____
Property Owner Address: _____	
Property Owner Phone: _____	

TYPE OF SIGN: circle one: (Note: one application must be submitted per TYPE of sign)

- 1. Wall Sign Electrical: Yes / No
- 2. Pylon Sign
- 3. Monument Sign
- 4. Temporary Sign (Banner) Height: _____ Width: _____ Sq. Ft. _____

*****All Sign Permit Applications must include two (2) sets of drawings*****

- For Pylon or Monument Signs – signs – provide:
 - 1. Site plan drawn to scale showing all the following;
 - All property lines;
 - All existing building footprint and parking lots;
 - All right-of way frontage;
 - Location of all existing freestanding signs and distance between existing and proposed;
 - Location of proposed sign;
 - 2. Structural design of sign in compliance with City Building Code (new structure only).
 - 3. Electrical design criteria in compliance with City Electrical code (if electrical included).
 - 4. Drawing of sign with dimensions in elevation view:
 - 5. Landscaping around sign per City Ordinance in elevation and plan views.

For Wall Signs – provide:

- 1. Site plan showing all existing building footprints and parking lots.
- 2. Elevation drawing showing wall, roof line, sign detail and sign location.

♦♦♦♦♦ For Temporary Sign (Banner) ♦♦♦♦♦
 ♦♦♦♦♦ SIZE (BANNER SHALL NOT EXCEED 32 sq. feet) ♦♦♦♦♦

provide: 1. Beginning Date: _____
 2. Message: _____

***** Limited to 14 days only and once every quarter. *****

I hereby certify that the above information is true and correct and further that the sign is being erected and/or maintained at the above location with the permission of the owner and authorized lessee (if any) of the premises; that the sign does not violate any applicable deed restrictions or other restrictions on the premises; and having read the restrictions and requirements of the City's Sign Ordinance, that the sign being erected or maintained is in compliance with the Sign Ordinance of the City of Webster and all other applicable laws.

*****MANDATORY – No permit shall be issued without the following signatures*****

Business Owner's Signature: _____	Date: ____/____/____
Sign Contractor's Signature: _____	Date: ____/____/____
Property Owner's Signature: _____	Date: ____/____/____

***CONTRACTOR MUST CALL IN FOR A SIGN ON SITE INSPECTION PRIOR TO SIGN BEING INSTALLED. ALL FINAL INSPECTIONS MUST ALSO BE CALLED IN*.**