



**PLANNING DIVISION
Sign Permit Application**

(Up-to-date TOF Business Licenses are required for businesses wishing to display a sign)

Permit Number _____ (Staff Only)

APPLICANT INFORMATION

Business Name/Owner _____

Phone Number _____ Email Address _____

Mailing Address _____

Physical & Legal Address of the Business and where sign will be located:

Best Person to contact regarding this sign permit? _____

Phone Number _____ Email Address _____

SIGN INFORMATION
TYPE OF SIGN (check all that apply)

Double-faced? _____ Single-faced? _____
Free-standing? _____ Wall-mounted? _____
Projecting from Building? _____

Sign Wording _____

Specific Location of Sign on building _____

Size of Sign _____ Square footage of Sign _____

Height of Sign _____ Sign Material(s) _____

Color(s) of Sign _____ Sign Lighting _____

PLEASE ATTACH A SKETCH OF THE SIGN WITH SIGN DIMENSIONS AND COLORS. PLEASE INDICATE THE LOCATION OF SIGN ON THE PROPERTY OR THE BUILDING.

Please pay \$50 review fee.

Applicant's Name (print) _____ Signature _____

For Office Use Only Approved _____ Disapproved _____ Date _____ Staff _____ Permit Fee \$ _____
