



# Division of Building and Zoning

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## SIGN PERMIT APPLICATION

All applications must be accompanied by drawings, to scale, showing the dimensions and locations of all proposed signs in relation to the building facade to which it is going to be attached and all property lines, including the right-of-way.

### PROPERTY OWNER INFORMATION (please provide the information of the owner of the land on which the business is located):

Owner Name: \_\_\_\_\_ Home/Cell Number: \_\_\_\_\_ Work Number: \_\_\_\_\_  
Address: \_\_\_\_\_

### BUSINESS INFORMATION (please provide the information of the owner of the business for which this sign permit is being applied for):

Business Name: \_\_\_\_\_ Home/Cell Number: \_\_\_\_\_  
Owner Name: \_\_\_\_\_ Work Number: \_\_\_\_\_  
Address (if different from above): \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Frontage Along Public Right-of-Way: \_\_\_\_\_

### CONTRACTOR INFORMATION:

Business Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Alternate Number: \_\_\_\_\_  
Address: \_\_\_\_\_

**Type of Complex:**  Major Multi-Tenant  Minor Complex  Subdivision Complex

**Multi-Tenant Complex:** A property is considered to be a Multi-Tenant Complex when the property has more than 250' of frontage along a public right-of-way, is zoned either B-3, M-1, or M-2, and houses multiple tenants.

**Minor Complex:** A property is considered to be a Minor Complex/Single Use Complex when it has less than 250' of frontage along the public right-of-way.

**Subdivision Complex:** A property is considered a subdivision when it is a residential subdivision consisting of either condominiums, apartments or residential houses.

### SIGN INFORMATION:

Please provide the dimensions and type of sign for each sign associated with this permit. Please provide the total cost for all signs.

| Sign Dimensions | Type of Sign | Sign Dimensions | Type of Sign |
|-----------------|--------------|-----------------|--------------|
| Sign 1: _____   | _____        | Sign 4: _____   | _____        |
| Sign 2: _____   | _____        | Sign 5: _____   | _____        |
| Sign 3: _____   | _____        | Sign 6: _____   | _____        |

Total cost of all signs being constructed: \$ \_\_\_\_\_

Applicant Name (please print): \_\_\_\_\_ Applicant Email: \_\_\_\_\_ Date: \_\_\_\_\_

### Do not write below this line - OFFICE USE ONLY

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_