



# SIGN PERMIT APPLICATION

Land Use Permit #:

Date:

Job site address: \_\_\_\_\_

## SIGN CONTRACTOR:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## BUSINESS OWNER:

Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**One** set of plans must be made available and must include:

- ☐ Plot plan showing the location of proposed and existing signs.
- ☐ Dimensioned building elevations showing the height and width of the building and the location of all existing signs and the proposed sign. (IF LOCATION IS A TENANT SPACE WITHIN A LARGER BUILDING, SHOW ONLY THOSE SIGNS AND ELEVATIONS THAT RELATE TO THE TENANT SPACE).
- ☐ A scale or dimensioned drawing of the proposed sign.

**TYPE OF WORK:** ☐ New ☐ Alteration to Existing

☐ Remove or Repair ☐ Other \_\_\_\_\_

**SIGN TYPE:** ☐ Wall ☐ Freestanding Pole

☐ Freestanding Monument ☐ Projecting

☐ Temporary Sign

## SIGN DETAILS

Width (horizontal): \_\_\_\_\_ ft \_\_\_\_\_ in

Height (vertical): \_\_\_\_\_ ft \_\_\_\_\_ in

Depth: \_\_\_\_\_ ft \_\_\_\_\_ in

Area (sq. ft.): \_\_\_\_\_

Approximate Weight \_\_\_\_\_

Illumination: ☐ Internal ☐ External ☐ None

(Note: New illuminated signs require an electrical permit)

## REQUIRED FOR FREESTANDING, MONUMENT, OR PROJECTING SIGN:

Height to top of sign above grade:

\_\_\_\_\_ ft \_\_\_\_\_ in

Height to bottom of sign above grade:

\_\_\_\_\_ ft \_\_\_\_\_ in

Distance to property line:

\_\_\_\_\_ ft \_\_\_\_\_ in

Project distance beyond property line:

\_\_\_\_\_ ft \_\_\_\_\_ in

**The sign regulations for the City of Millersburg, including definition of terms used in this form, are located in Chapter 3.06 of the Development Code. This document is available online, <https://www.cityofmillersburg.org/planning/page/development-code>.**

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with, whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Signature of contractor or owner

Date \_\_\_\_\_

APPROVED BY PLANNING: By \_\_\_\_\_

Date \_\_\_\_\_

**INVENTORY OF EXISTING SIGNS** – (IF LOCATION IS A TENANT SPACE WITHIN A LARGER BUILDING, LIST ONLY THOSE SIGNS THAT RELATE TO THE TENANT SPACE). ATTACH ADDITIONAL SIGN INFORMATION ON SEPARATE PAPER AS NECESSARY.

Sign Type

Location (which elevation)

Height/Width

Sign #1 \_\_\_\_\_

Sign #2 \_\_\_\_\_

Sign #3 \_\_\_\_\_

### Sign Permit Planning Fees

**SIGN PERMITS** (a separate application is required for each sign):

Fee..... \$100.00

~Structural inspection and review to be covered under Building Permits and Plan Review fees~

~This is a land use application, separate building permits will be required as well~

Updated 07/21