



SIGN PERMIT APPLICATION

Applications will **NOT** be reviewed without the following **Required Documents**:

1. Written permission of the property owner
2. A copy of the business license of the company erecting the sign
3. Site drawing showing where you plan to put the sign, the distance from the nearest point of the sign to any easements and/or rights-of-way, showing the location of sidewalks, driveways, curbing and any existing buildings or structures.
4. Drawing of each sign requested showing the overall square footage, overall height and distance from the bottom of the sign to the top of the grade. Elevation drawings of your portion of the building front façade (height and width) and any secondary signage & dimensions.
5. On pole stanchion and monument signs, a footing/foundation detail is required. This will be submitted with the application. An inspection is required on all footings/foundations.

PART ONE: BUSINESS INFORMATION:

Business / Subdivision Name: _____

Phone _____

Business Complete Address:

PART TWO: PROPERTY OWNER INFORMATION:

Property Owner:

Address:

City: State Zip _____

PART THREE: SIGN COMPANY ERECTING THE SIGN:

Sign Company: Phone:

Address:

City: State Zip _____

PART FOUR: ELECTRICAL CONTRACTOR:

Is there electrical work involved in this signage: (Circle One) Yes or No

Name of Electrician Phone #

Address: _____ Licenses # _____

City: State Zip _____

BUILDING INFORMATION: Square Footage of Enclosed Space: _____

*Are there any **Existing** Sign(s) located on property? Yes or NO If YES, please explain what will happen to the existing sign.

Proposed Signage #1

Sign Type Circle One: Freestanding Sign Wall Sign Awning/Canopy Sign Panel Sign

Sign Dimensions per Side (W) _____ X (H) _____ Sq Ft: _____

Height Above

Grade _____

Ground Sign Setback from ROW:

Facade Dimensions of proposed sign location: Height _____ x Width _____ Sq Ft _____

Proposed Signage #2

Sign Type Circle One: Freestanding Sign Wall Sign Awning/Canopy Sign Panel Sign

Sign Dimensions per Side (W)_____ X (H)_____ Sq Ft: _____

Height Above
Grade_____

Ground Sign Setback from ROW:

Façade Dimensions of proposed sign location: Height _____ x Width _____ Sq Ft _____

Proposed Signage #3

Sign Type Circle One: Freestanding Sign Wall Sign Awning/Canopy Sign Panel Sign

Sign Dimensions per Side (W)_____ X (H)_____ Sq Ft: _____

Height Above
Grade_____

Ground Sign Setback from ROW:

Façade Dimensions of proposed sign location: Height _____ x Width _____ Sq Ft _____

Applicant Signature:

I hereby certify that there are no existing signs except those indicated on this application or that any sign(s) required for removal will be removed before any new sign(s) are installed. I hereby certify that all information provided is true and correct and I agree to comply with the City of Byron Sign Ordinance.

_____ Date: _____