

Submittal Requirements:

1. All applications shall be accompanied by written approval of the property owner or landlord (see page 3 of this application).
2. Design, graphic, or drawing of the proposed sign with dimensions.
3. Site plan showing the location of the proposed monument, temporary, or other detached sign.
4. Applicable sign permit fee shall be submitted at the time of application.

Permits are required for the following sign types:

Wall Signs: The following information shall be submitted:

- Building elevation(s) showing: building width, building height, façade area, and the exact sign location(s).
- In some situations, a site plan indicating the building, parking areas and property lines may be necessary.
- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type.
- All information submitted shall be to scale and include dimensions and area of sign.

Detached Signs (monument and directional): The following information shall be submitted:

- Site plan indicating the building, parking areas and property lines as well as the proposed sign with dimensions to all property lines.
- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type.
- All information submitted shall be to scale and include dimensions and area of sign.
- A minimum of 25 square feet of landscaped area, exclusive of the sign structure area, shall be located at the base of each freestanding monument sign. Landscaping shall be shown on accompanying site plan to scale.

Temporary Signs: The following information shall be submitted:

- Building elevation(s) showing: building width, building height, façade area, and the exact sign location(s).
- Site plan indicating the building, parking areas and property lines as well as the proposed sign with dimensions to all property lines.
- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type.
- All information submitted shall be to scale and include dimensions and area of sign.

Other Requirements:

- All signs shall be designed and constructed to withstand wind pressure of not less than 25 pounds per square foot.

Refer to Article 13 of the Unified Development Ordinance at:

www.cityofs.net/Development/Zoning-Subdivision-Regulations/Unified-Development-Ordinance.aspx

Contact the Development Services Department with questions at 816-969-1200.

Permit #PRSGN _____ - _____

SIGN PERMIT APPLICATION

Project Business Name: _____

Project Address/Location: _____

Applicant: _____

Applicant's Address: _____

Applicant's Phone & Fax #: _____

Applicant's Email Address: _____

Type of Sign: Check only one

- | | |
|--|---|
| ☐ Wall Sign (\$100) | ☐ Monument/Detached Sign (\$100) |
| ☐ Temporary Sign (\$50) | ☐ Directional Sign (\$50) |

Illumination: Specify whether the sign is illuminated

- | | |
|--|--|
| ☐ Illuminated * | ☐ Non-Illuminated |
|--|--|

***NOTE:** IF BRANCH CIRCUIT IS NOT CURRENTLY AVAILABLE FOR ILLUMINATED SIGN, A LICENSED ELECTRICAL CONTRACTOR MUST OBTAIN ELECTRICAL PERMIT PRIOR TO INSTALLATION. ALL SIGNS INVOLVING INTERNAL LIGHTS OR OTHER ELECTRICAL DEVICES OR CIRCUITS SHALL DISPLAY A LABEL CERTIFYING IT AS BEING APPROVED BY THE UNDERWRITER'S LABORATORIES, INC.

Sign Dimensions and Setbacks for Wall and Monument/Detached Signs

Height of sign: _____ ft (X) Width of sign: _____ ft (=) Area of sign: _____ sq ft

Area of building façade/wall: _____ sq ft Total height of detached sign: _____ ft

Setbacks: front property line: _____ ft	rear property line: _____ ft
side property line: _____ ft	side property line: _____ ft

The applicant understands that this permit is issued only for work described here in and included in **accompanying plans and specifications**. All rights and privileges acquired under the provisions of this Ordinance, or any application thereto, are merely licenses revocable at any time by the Director of Development Services Department.

Signature of Applicant

Date

For City use only, do not write below this line.

Electrical Permit Required:

☐ N/A ☐ Yes ☐ No

Zoning: _____ Permit Fee: _____

Receipt #: _____

Signature of Plans Examiner

Approved: _____

Planning Division Approval Date

Remarks:



SIGN PERMIT AUTHORIZATION

Comes now _____, who being
(landlord or property owner)

duly sworn upon his/her oath, does state that he/she is the landlord or property owner that has
given permission to the applicant to place signage at: _____

(location address)

Dated this _____ day of _____, 20____

Melissa Berkley

Signature of Landlord or Property Owner

Melissa Berkley

Printed Name