

Date: _____
File #: _____

Sign Permit & Application

Applications missing information will be deemed incomplete and not be accepted.

Applicant information

Name _____ Phone _____ Email _____
 Mailing address _____ Sign address _____

Business information

Business name _____ Contact name & phone #: _____
 Mailing address _____
 Email address _____ Website _____

Property owner information

Name _____ Phone _____ Email _____
 Mailing address _____

Sign owner information (if different)

Name _____ Phone _____ Email _____
 Mailing address _____

Fees (Nonrefundable)

- | | |
|---------------------------------------|---|
| ▪ Wall Sign Permit | \$50 + associated building permit and plan review when applicable |
| ▪ Additional signs (when permissible) | \$10 per sign(s) |
| ▪ Sandwich sign | \$20 |
| ▪ Pole Sign | Value |

Sign Details

Sign Type (check all that apply)	<input type="radio"/> Pole Sign	<input type="radio"/> Off-premises sign**
<input type="radio"/> Banner*	<input type="radio"/> Mural	<input type="radio"/> Sandwich sign
<input type="radio"/> Hanging sign/awning	<input type="radio"/> Roof sign	<input type="radio"/> Illuminated
<input type="radio"/> Wall sign	<input type="radio"/> Freestanding sign	<input type="radio"/> Alteration/Repair
<input type="radio"/> Event sign	<input type="radio"/> Window sign	<input type="radio"/>

*Banners spanning city streets require City Council approval. (See conditions below.)

**Written permission from the property owner allowing for the off-premises sign must accompany this permit. (See restrictions: City Code 11-9-8 G. 7.)

Purpose and Messaging

What is the purpose of the sign?

Describe in detail all copy, images, logos, and messaging:

Special Event Signs

Organization _____ Contact name & phone #: _____

Sign location _____

Mailing address _____

Email address _____ Website _____

Sign placement date: _____ Sign removal date: _____

Is this a banner? Y / N (If yes, see below) Is the sign for a non-profit organization? Y / N

Banners

Banners spanning city streets require City Council approval. The Council meets on the second Wednesday of each month. Banner permits will be added to the agenda when the completed application has been reviewed by staff. All banner permits shall be subject to the following conditions:

- The banner must convey community, governmental, or seasonal theme, or be for the sole purpose of beautification of a commercial area. No commercial messages are allowed.
- The banner may be displayed for no longer than the time period granted by City Council, provided there is a written agreement that the banner will be maintained by the installer or responsible party. The City Clerk may grant renewal of the permit for an additional like term provided the size and location of the banner remains unchanged.
- Attachments for banners spanning city streets must be inspected by the Building Official.

Site Plan

Application will not be accepted without a site plan.

Total sign surface area (square feet): _____ Sign height: _____

Wall surface area: _____ Number of signs: _____

Does the sign have electrical components? Y / N Is the sign illuminated? Y / N

INSTRUCTIONS: Attach a sketch of the sign(s) and where it (they) will be placed on the property or building, including the following details:

- Sign dimensions, including sign height
- Ground clearance of sign (overhead signs and awnings)
- Distances from all property lines
- Wall signs: indicate the side(s) of the building on which the sign(s) will be placed (i.e., north, west)
- Banners: attachment points and fastener details
- Engineering may be required

Certification and Signature

I understand that this application is subject to acceptance by the Building and Planning Department upon determination that it is complete. I certify that all information, statements, and exhibits transmitted herewith are true to the best of my knowledge.

This sign application will be reviewed by the Building and Planning Department to determine conformity to the size requirements and the amount of signage available. If the signage does not conform, the applicant will be notified and changes will be requested.

I have reviewed Kellogg City Code Title 11, Chapter 9, Section 11-9-8: Sign Permits and Regulations.

_____	_____
Applicant signature	Date
_____	_____
Owner or representative signature	Date

Attachments:	Required	Included
Application fee	x	
Site plan	x	
Written permission from property owner (off-premises signs)		
Building permit		
Engineered drawings		
Council approval (banners)		
Electrical details (illuminated signs)		

Approved / Denied by: _____

Date: _____