

REQUIREMENTS FOR A SIGN PERMIT

1. Provide two (2) drawings of sign details include dimensions, materials, weight, colors and how it will be attached to the building or the ground. Show electric details and disconnect, if applicable.
2. Photograph of existing sign(s) and square footage required.
3. A Permit Application must be completed and signed, include cost.
4. A \$25,000 bond is required from the sign company/installer.

Wall Sign:

Attach a drawing showing the proposed location of the sign on the building, show lineal footage of the building front. Maximum sign area is not to exceed 1 sq. ft. per each lineal foot of building frontage. Corner buildings are allowed one sign per street frontage, the second sign at ½ of the size allowed on principle street frontage.

Ground Sign (Pylon):

One sign per zoning lot. Maximum height of fifteen (15) feet above mean grade level of property. Maximum sign area is 100 sq. ft., keep fifteen (15) feet setback to lot lines.

Temporary Signs:

Signs, banners, commercial balloon, etc. are allowed to 60 days per calendar year. A permit is required for each sign. Provide a sketch of the sign and its contents. Maximum size is 24 sq. ft.

No signs are allowed in the right-of-way area.

Contact the Building Department for further information on monument, business or special signage.