

SIGN PERMIT APPLICATION

Sign Location/Business Information

Address _____ Unit # (if applicable) _____
 Business Name _____ Cost of Sign (REQUIRED) \$ _____
 Plan Submission: Paper ePlans

Contractor Information

(Fill out only if contractor is pulling permit, contractor must sign application)

Company Name _____ Contractor License # _____
 Contact Person's Name _____ Preferred Contact Method: Phone Email
 Address _____ City _____ State _____ Zip _____ Payment Pin: Yes No
 Phone # _____ Cell # _____ Email Address _____

Fill out information in this boxed area only if submitting plans through ePlans

Applicant Information

(Contact person for plan review, applicant is responsible for ePlans tasks. Applicant must sign application)

Applicant Name _____ Phone # _____
 Email Address _____ Cell # _____

Existing Signage on Property (must be accurate)

(Use additional pages as needed)

Ground/Pylon Wall Description of Sign(s) _____
 Square Footage of Sign(s) _____ Sign(s) is: Staying Being Removed
 Ground/Pylon Wall Description of Sign(s) _____
 Square Footage of Sign(s) _____ Sign(s) is: Staying Being Removed

Proposed Sign Information

(Use additional pages as needed)

Sign #1:

Type of Sign: Ground/Pole Sign Ground Monument Sign Off-Premise (Billboard)
 Awning/Canopy Wall Sign Other (Specify: _____)

Sign Faces: Double Faced Single Faced

Ground Signs: Overall height above grade: _____ feet; Height above ground to bottom of sign: _____ feet

Wall Signs: Wall area square footage: _____; Location on wall: _____

Sign: Height: _____; Width: _____; Depth: _____; Square Footage _____

Description of Sign: _____

Sign #2:

Type of Sign: Ground/Pole Sign Ground Monument Sign Off-Premise (Billboard)
 Awning/Canopy Wall Sign Other (Specify: _____)

Sign Faces: Double Faced Single Faced

Ground Signs: Overall height above grade: _____ feet; Height above ground to bottom of sign: _____ feet

Wall Signs: Wall area square footage: _____; Location on wall: _____

Sign: Height: _____; Width: _____; Depth: _____; Square Footage _____

Description of Sign: _____

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Sign #3:

Type of Sign: Ground/Pole Sign Ground Monument Sign Off-Premise (Billboard)
 Awning/Canopy Wall Sign Other (Specify: _____)

Sign Faces: Double Faced Single Faced

Ground Signs: Overall height above grade: _____ feet; Height above ground to bottom of sign: _____ feet

Wall Signs: Wall area square footage: _____; Location on wall: _____

Sign: Height: _____; Width: _____; Depth: _____; Square Footage _____

Description of Sign: _____

Information Required to be Submitted with Application

(Incomplete submittals will not be processed)

Drawings including:

➤ **Pylon/Ground Signs:**

Proposed sign drawing(s) showing:

- Sign(s) size and lettering; footing size; and height above grade.
- Site plan showing: distance of proposed sign(s) from property lines; and distance of existing sign(s) from property lines.

➤ **Wall Signs:**

Proposed sign drawing(s) showing:

- Sign(s) size and lettering; and projection(s) away from wall(s).
- Wall elevation showing: full wall length and height; and all proposed and existing sign(s).

➤ Engineering drawings as needed

Applicant's Signature

I hereby apply for a Sign Permit and acknowledge that the information above is complete and accurate; and **that this is not a permit**. The work will be performed in accordance with the conditions of the permit; and that the work will conform to the ordinances of the City of St. Cloud. This permit becomes void if work does not begin within 180 days or is suspended at any time for over 180 days.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____

Typed name above shall constitute an electronic signature