



SIGN PERMIT APPLICATION

Permit #: PLN _____

Fee: \$30.00

Sign Owner: _____ Email: _____

Sign Owner Address: _____

_____ Phone: _____

Sign Owner Mailing Address: _____

Street Address of Sign: _____

Building or Complex Name: _____

Property Owner: _____

Property Owner Address: _____

Sign Contractor: _____ Phone: _____

Sign Description:

Height: _____ Width: _____

Face Material: _____ Frame Material: _____

Type of Sign (wall, free standing): _____

Location on Property/Building (provide site/location plan): _____

Lighting (interior/exterior - indicate on plan): _____

Sign Valuation: \$ _____

All sign permit applications shall be accompanied by the following:

1. One detailed drawing, drawn to scale, containing complete plans and specifications which indicate the method of construction and anchoring to the building or ground; the total area of the proposed sign in square feet; and the height of the proposed advertising structure from ground level.
2. The sign elevation which must indicate overall colors, materials, proposed copy and illumination.
3. A site plan which shall indicate all signs existing or proposed for the site with dimensions, colors, materials, copy, and/or illumination for each sign. Photos accepted.
4. Building elevations with signs depicted. Photos accepted.
5. Once sign is installed, applicant will need to email permits@wpgov.com to schedule an inspection.

Existing Signage at Same Location? _____ Yes _____ No

If yes, describe (include size and location - photos are helpful): _____

Applicant's Signature: _____