



**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](mailto: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: \_\_\_\_\_