



## City of Centerville

### Permanent Sign Permit Application

Address of property where sign will be erected: \_\_\_\_\_

Business Name: \_\_\_\_\_

#### PROPERTY OWNER

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

#### SIGN CONTRACTOR

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Number and Street Name City State Zip

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

#### Sign Information *(complete separate application for each sign)*

Wall Sign	Ground Sign
Sign Dimensions: Length: _____ Height: _____ Sq. Ft.: _____	Work Intended (circle one):    Installation    Alteration
Wall Dimensions: Length: _____ Height: _____ Sq. Ft.: _____	Sign Type (circle one):            Pylon            Monument
Location on Building (circle one): North                  South                  East                  West	Sign Face Dimensions: Length: _____ Height: _____ Sq. Ft.: _____
Illumination, electrical permit required (circle one): Internal            External            Indirect            None	Sign Structure Dimensions, if Monument Sign: Length: _____ Height: _____ Sq. Ft.: _____
Message of Sign: _____ _____ _____	Illumination, electrical permit required (circle one): Internal            External            Indirect            None
	Distance from Front Property Line: _____ Distance from Side Property Line: _____ Message of Sign: _____ _____ _____

Description of Signs to be Removed

Wall Sign Submittal Requirements	Ground Sign Submittal Requirements
<ol style="list-style-type: none"> <li>1. Completed application</li> <li>2. Drawing of sign showing: <ul style="list-style-type: none"> <li>· Dimensions</li> <li>· Location on building</li> <li>· Sign message</li> </ul> </li> <li>3. Property owner approval.</li> <li>4. Permit fee.</li> </ol>	<ol style="list-style-type: none"> <li>1. Completed application</li> <li>2. Drawing of sign showing: <ul style="list-style-type: none"> <li>· Dimensions</li> <li>· Location on building</li> <li>· Sign message</li> <li>· Structural drawings, including footings</li> </ul> </li> <li>3. Property owner approval.</li> <li>4. Permit fee; however a new sign is based on valuation</li> <li>5. Site plan showing: <ul style="list-style-type: none"> <li>· North arrow and scale</li> <li>· Location of buildings on lot</li> <li>· Street Names</li> <li>· Location of proposed signs and setbacks</li> </ul> </li> </ol>

This is only an application for a sign permit. No work may be performed until the permit has been issued. Penalties will be assessed for any sign erected prior to obtaining a permit.

The undersigned hereby makes application for a permit for the work herein specified, agreeing to do all work in strict compliance with City Code and hereby declares that all the facts and representations stated in this application are true and correct.

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

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