



**BUILDING PERMIT APPLICATION - SIGNS** (Fill out all applicable information)

Zoning: ☐ Residential ☐ Commercial

Type of Sign: ☐ New ☐ Altered  
☐ Wall ☐ Banner ☐ Monument ☐ Projection ☐ Inflatable ☐ Pole ☐ Other

Property Address: \_\_\_\_\_ Zip: \_\_\_\_\_

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

(1 set) Construction Documents Provided: ☐ Yes ☐ No Estimate Costs: \$ \_\_\_\_\_

**SIGN SPECIFICS:**

☐ Single Faced ☐ Double Faced ☐ Non-illumination ☐ Illuminated: ☐ Internal ☐ Indirect

☐ Wall ☐ Monument ☐ Projection ☐ Inflatable ☐ Other: \_\_\_\_\_

Sign Dimensions: Height \_\_\_\_\_ Width: \_\_\_\_\_ Area: \_\_\_\_\_ Square Footage: \_\_\_\_\_

Setbacks from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_

Wall Signs: Dimensions: \_\_\_\_\_ Overall Square Footage: \_\_\_\_\_

Temporary Signs (Banners) allowed for a total of 30 days per year: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

**NO SIGNS IN ANY ROAD RIGHT-OF-WAY**

**Business Owner:** \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Sign Company Name:** \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Electrician:** (if needed as part of install)

Name: \_\_\_\_\_ License# \_\_\_\_\_ License Expiration Date: \_\_\_\_\_

License Jurisdiction: \_\_\_\_\_ Phone # \_\_\_\_\_ Email: \_\_\_\_\_

**All Construction shall conform to the 2003 International Codes/2002 National Electrical Code  
PRIOR to digging contractor is responsible for calling Kansas One Call for utility locates by dialing 811**

**Application Completed By:**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Applications Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

C/R Permit # \_\_\_\_\_ - \_\_\_\_\_ Permit Received By: \_\_\_\_\_

Fees: Wall/Pole/Monument Sign Permit Fee \$ \_\_\_\_\_ Temporary Sign Permit Fee \$ \_\_\_\_\_