



Founded in 1963

APPLICATION FOR: SIGN INSTALLATION PERMIT

PERMIT ISSUED
 Fee: \$ _____

PERMIT DENIED
 Reason:

Date Submitted: _____

Date Approved: _____

Electrical Permit Required

- **No sign may be erected without an approved sign permit. Penalties will result if a sign is erected without an approved permit.**
- **This application must be filled out in its entirety, including all signatures and proposed sign diagrams before submittal. Incomplete applications will be returned to the applicant for completion.**

.....
Instructions to the applicant:

A sketch of the proposed sign(s) showing dimensions and area is required for all sign permits. For temporary or promotional wall signs, a sketch of the frontage(s) on which the proposed sign(s) will be placed is required, depicting the location of the sign on the building. For proposed temporary or promotional freestanding signs, a site plan showing the location of the proposed sign(s) in relation to the buildings and/or lot lines is also required. Applicants are encouraged to visit the office of the Zoning Administrator for any assistance needed in filling out the form. **Portable signs (including A-frame signs), mobile signs, attached to trees, fences, utility poles, pennants, streamers, lights, spinners, etc. are not permitted types of signage.**

▪ **For Electrified Signs:**

After approval of the sign permit by Planning & Zoning, an electrical permit is required for electrified signs. Please note the following stipulations regarding electrified signs:

- Electrified signs shall be listed and labeled as required by NEC (National electric Code) Article 110-3. Field-installed skeleton tubing systems need not be listed, but must be installed per NEC Article 600.
- All signs and field-installed skeleton tubing systems shall be provided with disconnecting means per NEC Article 600.
- Feeders and branch circuits supplying signs and field-installed skeleton tubing systems shall meet the applicable article of the NEC and local ordinances.
- Call for required electrical inspections.
- **All work shall be completed by an electrician licensed in the Village of Pontoon Beach.**





Sign Permit Application

1). Applicant's Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____

2). Property Interest of Applicant:
_____ Owner _____ Contract Purchaser _____ Lessee _____ Other

3). Name of Owner(s) if other than Applicant:
Name: _____ Phone: _____

4). Location of Property:
Address: _____
Parcel ID Number: _____ Zoning: _____

5). Sign Installer:
Name: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip Code: _____

Type of Sign: (check one in each column)

- | | |
|--|---|
| <input type="checkbox"/> Free Standing | <input type="checkbox"/> Business |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Real estate |
| <input type="checkbox"/> Wall | <input type="checkbox"/> Identification |
| <input type="checkbox"/> Roof | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Combination | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

6). A copy of sign and all pertinent plans, sketches or drawings, including their dimensions is required---please attach.

Size of Proposed New Sign: (see page 3 for example)

Sign height ____Ft. Width ____Ft. Total Sign Area [Sign Height x Width] = ____Sq. Ft
Base Height ____Ft. TOTAL Height [Sign height + base height] = ____Ft.





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Size of sign is determined as follows:

7). Frontage: Width of front lot line: _____ Ft (Required)
Width of building front: _____ Ft (Required)

8). Illumination of Sign: _____ Neon Non-Flashing
_____ Back-Lighted
_____ Flood Lights
_____ Non-Illuminated

9). Hours of illumination (if applicable): From _____(am/pm) to _____(am/pm)

10). For all proposed **freestanding** temporary or promotional signs a site plan is required. Please see page 4 for the site plan requirements. For **wall signs**, a sketch of the frontage(s) on which the proposed sign(s) will be placed is required, depicting the location of the sign on the building.

11). I certify that all of the above statements and those contained in any papers or Plans submitted herewith are true and accurate. I also understand that changes in Plans or specifications shall not be made without the written approval of this office. Failure to comply with these regulations shall constitute a violation of the sign regulations. Signs erected without a permit are illegal and will be prosecuted.

Applicant:

Signature: _____ Date _____

Printed name: _____

Business Owner:

Signature: _____ Date _____

Printed Name: _____

Property Owner:

Signature: _____ Date _____

Printed Name: _____





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CERTIFICATE OF COMPLIANCE

The plans and specifications submitted with this application are in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute a violation of the sign regulations. Signs erected without a permit are illegal and will be prosecuted.

Permit issued this _____ day of _____, 20_____

Zoning Administrator _____

SITE PLAN

(Required for all proposed freestanding temporary or promotional signs)

A site plan must be attached or drawn below at a scale large enough for clarity showing the following information:

1. Location and dimensions of :
 - a). Lot
 - b). All Buildings
 - c). Driveways and Off Street Parking Spaces
 - d). Easements
 - e). Underground Utilities including Septic Tanks, Water Wells, etc
 - f). Location of Proposed Freestanding sign (specifically highlighted)
 - g). Location of Existing Freestanding Signage (if any)

2. Distances Between:
 - a). Buildings and the front, side and rear lot lines
 - b). Principal Building and Accessory Buildings (if any)
 - c). Proposed Sign(s) and property lines
 - d). Any Existing Sign(s) and property lines

Note: The Zoning Administrator may require additional information as necessary for permit approval.



SIGN INSTALLATION PERMIT DIMENSIONS EXAMPLE

Size of sign is determined as follows:

