APPLICATION FOR PERMANENT SIGN PERMIT

TO SUBMIT APPLICATION ONLINE GO TO:

ADDRESS OF SIGN:__________________________________________________________STE # __________

*First & Last Names along with email addresses are required for any person wanting to be contacted as part of this project*

<table>
<thead>
<tr>
<th>NAMES</th>
<th>NAME &amp; E-MAIL ADDRESS</th>
<th>TELEPHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Company Name</td>
<td>First &amp; Last Name of Contact</td>
<td>Phone # __________</td>
</tr>
<tr>
<td></td>
<td>Email Required</td>
<td></td>
</tr>
<tr>
<td>First &amp; Last Name of Applicant</td>
<td>First &amp; Last Name of Applicant</td>
<td>Phone # __________</td>
</tr>
<tr>
<td>(Person submitting Digital Plans)</td>
<td>Email Required</td>
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</tr>
<tr>
<td>Designer of Record</td>
<td>First &amp; Last Name of Designer</td>
<td>Phone # __________</td>
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<tr>
<td></td>
<td>Email Required</td>
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</tr>
<tr>
<td>Company Name of Tenant / Business</td>
<td>First &amp; Last Name of Business Representative</td>
<td>Phone # __________</td>
</tr>
<tr>
<td></td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Name of Property Owner</td>
<td>First &amp; Last Name of Property Owner</td>
<td>Phone # __________</td>
</tr>
<tr>
<td></td>
<td>Email</td>
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TYPE OF SIGN: (Check applicable category)

Note: Each detached sign must be submitted with a separate application and payment.

- WALL SIGN Sign mounted to wall, parallel with wall; includes painted on, etched on, etc., also includes signs on canopy, parapet, awning.
- ON-PREMISE DETACHED SIGN Freestanding sign advertising service or product located on the same parcel or premise.
- OFF-PREMISE DETACHED SIGN Freestanding sign advertising service or product NOT located on the same parcel or premise.
- PROJECTING SIGN Attached to wall and projects from face of wall.
- ROOF SIGN Attached to and located above roof – not permitted if detached or projecting sign on premise.

TYPE OF WORK:_____ NEW SIGN  _____ ALTERATION  _____ REPAIR

FEATURES: _____ ILLUMINATED  _____ NON-ILLUMINATED  _____ ANIMATION  _____ FLASHING LIGHTS (Animation & flashing lights required to be at least 10' above street grade.)
DIMENSIONS OF SIGN: ________________________________________  TOTAL SQ. FT: __________
(Measurement includes extremities of sign, such as decoration, structure trim, lights, etc.)

IS ANY PORTION OF THE SIGN LOCATED WITHIN THE RIGHT-OF-WAY? __________

ESTIMATED VALUE OF SIGN: $____________________

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

Signature ________________________________________________________________
Print Name

Date _________________________________  _____ Contractor     _____ Owner    _____ Agent for Owner

Make sure the Designer of Record, Contact and Digital Submittal information are listed on Page 1
(First & Last Names, Email Address & Phone #)

Are there EXISTING signs on Premise:  _____Yes   _____No

If yes, please describe:  _____Detached Sign Size: ______________________________________________________
                      _____Wall Sign  Size:  ______________________________________________________

Is this sign being attached to existing sign?  _____Yes   _____No

If this is an alteration, repair, etc., please describe:
____________________________________________________________________________________________________________

Will an Electrical Permit be required?  _____Yes   _____No

ELECTRICAL CONTRACTOR: _________________________________________________________________________________
(Electric permits required, by a licensed electrical contractor, if illuminated, flashing lights, or any wiring is being placed for sign.)

OTHER REMARKS: (Indicate type of materials sign is made of) _______________________________________________________
__________________________________________________________________ ________________________________________

DRAWING and/or PLOT PLAN REQUIRED WITH THE FOLLOWING INFORMATION DESIGNATED:
1. PLOT/SITE PLAN REQUIRED, DRAWN TO SCALE, FOR DETACHED FREESTANDING SIGNS, PROJECTING SIGNS, AND ROOF SIGNS
   a. Legal description of property
   b. Dimensions of property
   c. Drawings showing details of construction, including loads, stresses and anchors. Drawings must be sealed by a Missouri registered design professional
   d. Distance to the closest off-premise sign, measured radial from any portion of the signs, and shown on a survey prepared by a licensed engineer or surveyor in the State of Missouri (this requirement for off-premise signs only)
   e. Dimensional location of the sign structure adjacent to property lines and easements
   f. Any easements, storm detention or drainage areas
   g. Width of right of way
   h. Sight vision triangle measurements for driveways and intersection corners if sign is within 100 feet of driveway or intersection
   i. Streets adjacent to sign, elevation of street grade (grade of street nearest sign location)
   j. Location and distance from other detached sign on the same parcel and/or premise
   k. Distance to residential zoning district within 25 feet of sign location
2. ELEVATION DRAWING REQUIRED, **DRAWN TO SCALE**, ON WALL SIGNS AND DETACHED SIGNS:

   a. All dimensions of sign to include structure, lighting, and all extremities
   b. Drawings showing details of construction, including loads, stresses and anchors. **Drawings must be sealed by a Missouri registered design professional**
   c. Dimension and height from grade to bottom surface of sign area for detached sign
   d. Dimension and height from grade to uppermost portion of detached sign
   e. Dimension from building wall face to face of sign
   f. Lineal footage of each building wall having frontage on a street

3. AN APPROVED PERMIT FROM THE MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT MUST BE SUBMITTED WITH THIS APPLICATION FOR ALL OFF-PREMISE SIGNS.

4. UPON RECEIPT AND REVIEW OF THE APPLICATION AND PLANS, ADDITIONAL INFORMATION NOT STATED ABOVE MAY BE REQUIRED.

5. ALL DETACHED SIGNS REQUIRE A FOOTING INSPECTION **PRIOR TO** THE CONCRETE BEING POURED. INSPECTION MUST BE REQUESTED BY 8:00 A.M. TO RECEIVE A SAME DAY INSPECTION.

**ADMINISTRATIVE RULING #2013-03, EFFECTIVE 02.01.2013**

- All detached sign submittals must be reviewed by City Utilities prior to the issuance of a permit.

- The use of an aerial photograph or aerial map as the site plan will **NOT** be considered an acceptable site plan. Aerial maps or photographs may be used only to reflect the general location and surrounding conditions of the site and the proposed sign location.

- All sign inspections must be requested before 8 AM of the day requested. Sign inspections requested after 8 AM will be placed on the routing for the next day.