



City of Greencastle

Improvement Location Permit  
Application Package

## 12.6 Improvement Location Permit

Improvement Location  
Permit

*See Also: Article 7, Site  
Development Plans*

*See Also Chapter 12.8, Sign  
Permits*

The following procedure applies to Improvement Location Permit applications:

- A. **General Requirements:** No structure or major infrastructure shall be erected, moved, or added to, without an Improvement Location Permit issued by the City Planner. No Improvement Location Permit shall be issued unless the project is in conformity with the provisions of this Ordinance, the Subdivision Control Ordinance and other applicable regulations of the City of Greencastle. When applicable, consistent with Article 7 of this Ordinance, Site Development Plan review and approval shall be completed prior to the receipt of an Improvement Location Permit.
- B. **Permit Required:** The City of Greencastle requires that an Improvement Location Permit be obtained for the following:
1. any structure, for any use that exceeds 120 square feet in area and/or has a permanent foundation (including structures other than buildings such as towers, antennas, and satellite dishes),
  2. any temporary use of land or temporary structure,
  3. signs (as specified by Chapter 12.8 of this Article) ,
  4. swimming pools (in ground or above ground),
  5. additions to all structures,
  6. demolition,
  7. surface and sub-surface drainage work and/or grading (including land alteration) excluding agricultural uses,
  8. public road cuts,
  9. driveways,
  10. storm sewer hook-ups,
  11. removal or trimming of required trees and plants within buffer yards and landscaping areas otherwise required by this Ordinance,
  12. adding or subtracting dwelling units or leased space in multifamily or commercial structures,
  13. placement or replacement of manufactured or mobile homes,
  14. parking lot construction or alteration,
  15. ponds or lakes,
  16. mineral extraction,
  17. the change of use of any property or structure,
  18. telecommunication towers, buildings, and antenna, and
  19. any exterior construction that adds to or alters the height of the existing structure.
- C. **Exemptions:** No ILP shall be required for the following types of improvements. However, any such improvement shall comply with any applicable requirements of this Ordinance, the Subdivision Control Ordinance, and any other applicable adopted standards of the City of Greencastle.
1. fences, walls, and hedges placed outside of the public right-of-way,
  2. residential driveways and sidewalks, which are less than 500 square feet in area, located entirely on private property and not required to be provided by this Ordinance, the Subdivision Control Ordinance, or any other applicable adopted standards of the City of Greencastle.

## 12.6 Improvement Location Permit *(cont.)*

### Improvement Location Permit

3. cosmetic (non-structural) changes to any structure including the replacement of windows in existing openings, re-roofing, the installation of siding material, and repainting.

**D. Application Requirements:** All applications for improvement location permits shall be accompanied by:

1. Site Location Map: a site location map showing the subject property and the general features of the property within 500 feet of the subject property;
2. Site Plan (if applicable): a detailed site plan, drawn to scale with the dimensions indicated showing the following:
  - a. the entire property and the features of the property including all rights-of-way, easements, property lines, required buffer yards, and setbacks;
  - b. all existing and proposed structures or other site improvements with the dimensions of such improvements;
  - c. the distances from all existing and proposed improvements to the property lines;
  - d. the location of any existing or proposed septic field;
  - e. the location of any existing or proposed driveway and/or parking areas;
  - f. elevations of all existing and proposed structures or alterations;
  - g. natural, physical or hazardous conditions existing on the lot;
  - h. the location of any required landscaping, labeled according to size and species,
  - i. the location, type, and dimensions of any storm water structures, conduits, or detention/retention ponds, and
  - j. finished floor elevations.
3. Waste Disposal Verification: Either a septic permit from the Putnam County Health Department or a sewer access (tap-on) permit from the appropriate public sewer provider (if applicable);
4. Driveway Approval (if applicable): A driveway permit from the City Engineer (if applicable);
5. Use Description: A detailed description of the existing or proposed uses of the property and any structures;
6. Dwelling Units/Tenant Spaces (if applicable): An indication of the number of dwelling units, or tenant spaces the building is designed to accommodate;
7. Building Permit (if applicable): a Building Permit consistent with the requirements of the Greencastle Building Code and the procedures of the Building Official; and
8. Flood Hazard Area Information: (if applicable) any other information necessary to meet the requirements of Section 9.5 (C) of this Ordinance.

**E. Copies:** A copy of all submitted plans and application materials shall be retained by the City Planner for the permanent records of the City of Greencastle Plan Commission.

*See Also: Section 9.5 (C)*

**12.6 Improvement Location Permit (cont.)**Improvement Location  
Permit

- F. **Expiration of Permits:** Improvement location permits shall expire consistent with the following provisions:
1. **Initiation of Work:** If the work described in any improvement location permit has not begun within 3 months from the date of issuance, said permit shall expire; no written notice shall be given to the persons affected.
  2. **Completion of Work:** If the work described in any improvement location permit has not been completed within 1 year of the date of its issuance, the permit shall expire; no written notice shall be given to the persons affected.
    - a. The City Planner may grant 2 extensions for up to 1 year each for work completion. Requests for extensions must be received within 1 month of the expiration.
    - b. No extension shall be granted unless all appropriate extension fees, as defined by the adopted fee schedule, are paid to the City Planner and the project continues to conform with all applicable requirements of the City of Greencastle.
- G. **Construction According to Permits and Permit Application:** Improvement location permits issued on the basis of plans and applications only authorize the use, arrangement, and construction set forth in such approved plans and applications. Any other use, arrangement, or construction not authorized shall be deemed a violation of this Ordinance and subject to the provisions of Article 13, Enforcement and Penalties of this Ordinance.

## 12.7 Certificate of Occupancy

### Certificate of Occupancy

The following procedure applies to Certificates of Occupancy:

- A. **Certificate Requirements:** It shall be unlawful and in violation of the provisions of this Ordinance for any builder or property owner to allow any new or significantly remodeled structure to become occupied or utilized prior to:
1. legally obtaining an Improvement Location Permit,
  2. passing all required inspections, including the final inspection; and
  3. receiving a Certificate of Occupancy from the City Planner.
- B. **Inspection:** Upon the completion of the work approved through an improvement location permit, the permit holder shall contact the City Planner and schedule an inspection to verify the installation of improvements consistent with the requirements of this Ordinance. The City Engineer, Building Official, any other municipal official, and any other person requested by the City Planner may also take part in the inspection.
- C. **Certificate Issuance:** The City Planner shall issue the Certificate of Occupancy if the improvements comply with all applicable requirements of the City of Greencastle, including this Ordinance, the Subdivision Control Ordinance, and all applicable Building Codes as verified by the Building Official.

## Current Code Sets in Use

The following is a list of the current codes sets adopted by the State of Indiana and in use by the City of Greencastle. Also included are links to the State of Indiana website where you can check for current code sets, download the amendments and file building plans for CDR. This will provide you with the Indiana Codes when added to the corresponding code book.

- 2012 International Building Code (1st printing adopted by Indiana)
- 2012 International Fire Code (1st printing adopted by Indiana)
- 2012 International Mechanical Code (1st printing adopted by Indiana)
- 2006 International Plumbing Code 2nd printing, Indiana Edition
- 2012 International Fuel Gas Code (2nd printing adopted by Indiana)
- 2003 International Residential Code (5th printing, part of the Indiana Residential Code)
- 2005 Indiana Residential Code Combo
- 2005 Indiana Amendments to the 2003 IRC
- 2008 National Electrical Code®

State of Indiana Codes, Standards and other Rules: <http://www.in.gov/dhs/2490.htm>

State of Indiana Construction Design Releases: <http://www.in.gov/dhs/2650.htm>

Fire Prevention & Building Safety Commission / Code Services: <http://www.in.gov/dhs/2375.htm>

Indiana General Administrative Rules (Amendments): <http://www.in.gov/legislative/iac/T06750/A00120.PDF>

Thank you,

Pat Thibodeau  
Building Commissioner  
City of Greencastle  
Building Division  
Office (765) 653-8522 / Cell (765) 301-0456

**Sec. 7-22 Building Permit Fees and Single Inspection Fees.**

Permits required by Section 7-20 shall be issued upon prior payment of inspection fees according to the following schedule:

**APPENDIX A**

<i>Type of Construction</i>	<i>Required Inspections</i>	<i>Single Inspection Fee</i>	<i>Permit Fee</i>
One or Two Family Dwelling	4	\$30.00	\$120.00 per unit**
Multi-Family Apartments, Hotels, Motels	3	\$30.00 per unit	\$90.00 per unit*
Business, Commercial, Public	6	\$30.00	\$180.00*
Educational, Institutional, Church	6	\$30.00	\$180.00*
Self-Storage, Shed, Industrial, Warehouse, Bulk Storage	4	\$30.00	\$120.00*
Mobile Homes, Temporary Structures	1	\$30.00	\$30.00
Accessory Buildings (Residential)	1	\$30.00	\$30.00*
Additions/Alterations (Residential)	3	\$30.00	\$90.00
Electrical	1	\$30.00	\$30.00
Roof	1	\$30.00	\$30.00
Sign	2	\$30.00	\$60.00***
Demolition	1	\$25.00	\$25.00
Zoning	1	\$25.00	\$25.00
Certificate of Occupancy	1	\$10.00	\$10.00

\* Plus \$.05 per square foot.

\*\* Plus \$.05 per square foot over 1,000 square feet.

\*\*\*Plus \$.050 per square foot of sign face.

(Ord. No. 1997-3, Appendix A, 3-11-97)

**Sec. 7-35 Enforcement and Appendix C.**

a. Violations designated in "Appendix C" which is set forth herein, may be paid to the Violations Clerk upon acknowledgement of the violations and cessation of the violation. (Ord. No. 1997-3, § 845-107, 3-11-97)

b. *Appendix C*

APPENDIX C			
VIOLATIONS FINE SCHEDULE			
	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
1. Construction Without a Permit	\$25.00	\$50.00	Per 7-36
2. Continuing Work Without Proper Inspection and approval of same	\$25.00	\$50.00	Per 7-36
3. Occupying Dwelling (or portion under construction) without certificate of occupancy	\$25.00	\$50.00	Per 7-36
4. Use of Swimming Pool without Final Inspection and approval of same	\$50.00	Per 7-36	
5. Alteration of construction drawings, methods, and/or materials without notification to Building Commissioner	\$25.00	\$50.00	Per 7-36
6. Continuing Work after a Stop Order has been issued	\$50.00	Per 7-36	
7. Failure to allow entry per 845-75 of this Ordinance	\$50.00	Per 7-36	
8. Work not ready for scheduled inspections	\$20.00	\$20.00	\$20.00

(Ord. No. 1997-3, Appendix C, 3-11-97, Ord. No. 2006-1)

**Sec. 7-36 Penalties.**

In the event any person, firm, corporation or entity shall violate any of the provisions of this code, or shall do any act prohibited herein, or shall fail to perform any duty lawfully enjoined, within the time prescribed by the Building Commissioner, or shall fail, neglect or refuse to obey any lawful order given by the Building Commissioner in connection with the provisions of this code for each such violation, failure or refusal, such person, firm, corporation, or entity shall be fined in any sum not less than twenty dollars (\$20.00), nor more than two-thousand, five-hundred dollars (\$2,500.00). Each day of the violation shall be considered a separate violation. Such person, firm, corporation, or entity shall further be required to pay any and all costs incurred by the City of Greencastle as a result of violations by said person, firm, corporation or entity of the provisions of this Code and ordinance as amended from time to time, including attorney fees and the like. (Ord. No. 1997-3, § 845-110, 3-11-97, Ord. No. 2006-1)

# REQUIRED INSPECTIONS

(But not limited to)

THE CITY OF GREENCASTLE REQUIRES THE FOLLOWING INSPECTIONS BE COMPLETED ON EACH CONSTRUCTION PROJECT:

1. PRELIMINARY INSPECTION (PRE-PERMIT) FOR ADDITIONS/REMODELS
2. FOOTINGS – PRE-POUR
3. FOUNDATION WALLS
4. WATER PROOFING
5. FOUNDATION DRAINAGE
6. CONCRETE SLAB – PRE-POUR
7. FRAMING
8. PLUMBING
9. ELECTRIC
10. HVAC
11. OTHER/SPECIAL INSPECTIONS AS REQUIRED
12. FINAL – CERTIFICATE OF OCCUPANCY

THE RESPONSIBILITY OF CALLING FOR APPOINTMENTS SHALL BE THAT OF THE OWNER OR CONTRACTOR. THE ABOVE REQUIRED INSPECTIONS THAT CANNOT BE VIEWED BY THE INSPECTOR SHALL BE UNCOVERED OR EXCAVATED.

ALL REQUIRED INSPECTIONS SHALL BE COMPLETED BEFORE A CERTIFICATE OF OCCUPANCY WILL BE ISSUED.

I HAVE READ AND UNDERSTAND THE REQUIREMENTS OF THE INSPECTION PROCESS.

OWNER / CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

PAT THIBODEAU, BUILDING INSPECTOR  
GREENCASTLE FIRE DEPT., BUILDING DIVISION  
1 N. LOCUST STREET  
GREENCASTLE, IN 46135  
OFFICE 765-653-8522

**24 HOUR NOTICE  
FOR  
INSPECTIONS**

**48 HOUR NOTICE  
FOR FINAL  
INSPECTIONS**



# Improvement Location Permit Application

City Hall, 1 North Locust Street, Greencastle, IN 46135

## 1. Owner/Contractor:

### Owner:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

### Contractor:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

## 2. Location Information:

Address of Property: \_\_\_\_\_  
Zoning Classification: \_\_\_\_\_

Subdivision: \_\_\_\_\_  
Lot & Parcel #: \_\_\_\_\_

## 3. Use of Property:

Existing Use of Building and/or Land: \_\_\_\_\_  
(Please list number of units for multi-tenant facilities, including residential)

Proposed Use of Building and/or Land: \_\_\_\_\_  
(Please list number of units for multi-tenant facilities, including residential)

## 4. Type of Construction Activity:

Nature of Structure (Principal, Accessory, Etc.): \_\_\_\_\_

Nature of Land Alteration (if Appropriate): \_\_\_\_\_

Type of Construction Activity: \_\_\_\_\_

## 5. Supplemental Information:

Height of Structure: \_\_\_\_\_  
Value of Construction: \_\_\_\_\_

Gross Floor Area (if applicable): \_\_\_\_\_  
Living Area (if applicable): \_\_\_\_\_

## 6. Required Supplemental Information:

The following information must be provided as elements of the Improvement Location Permit Application:

- Site Location Map
- Site Plan (if applicable)
- Waste Disposal Verification (if applicable)
- Driveway Approval (if applicable)
- Use Description
- Dwelling Units/Tennant Spaces (if applicable)
- Building Permit (if applicable)
- Flood Hazard Area information (if applicable)

**I certify that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided.**

Signature of Applicant \_\_\_\_\_

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

<i>Office Use Only</i>			
Permit #: _____	Date Received: _____	Fee: _____	Released for Construction: _____
<i>Building Commissioner</i>			Yes    No

**Structural Details** (This section contains information for commercial and residential permits. Complete all that apply)

**A. SIZE OF STRUCTURE**

1. Length: Feet \_\_\_\_\_  
Width: Feet \_\_\_\_\_
2. Number of stories above street level \_\_\_\_\_
3. Basement  yes  no
4. Crawlspace  yes  no
5. Slab  yes  no
6. Total Floor Area including basement \_\_\_\_\_
7. Height of structure \_\_\_\_\_
8. No. of Bedrooms \_\_\_\_\_
9. No. of Bathrooms \_\_\_\_\_
10. Attached Garage  yes  no

**B. PRINCIPAL TYPE OF FRAME**

1.  Masonry (wall bearing)
2.  Wood frame
3.  Structural Steel
4.  Reinforced Concrete
5.  Other - Specify \_\_\_\_\_

**C. HVAC**

*Heating*

1.  Gas
2.  Oil
3.  Electricity
4.  Other - Specify \_\_\_\_\_

*Air Conditioning*

1.  Gas
2.  Oil
3.  Central/Electric
4.  Individual room a/c
5.  None

**D. TYPE OF SEWAGE DISPOSAL**

1.  City
2.  Private (septic tank, etc.)

**E. TYPE OF WATER SUPPLY**

1.  City
2.  Individual Drilled Well

**F. ELECTRIC**

1. \_\_\_\_\_ amp Service

**F. FIRE SUPPRESSION**

1.  Sprinklers
2.  Other - Specify \_\_\_\_\_
3.  None

**G. PERMIT REQUESTED FOR:**

(Check as many as apply)

1.  Electrical Service
2.  Two-family Residential
3.  Multi-family (No. of units \_\_\_\_\_)
4.  Accessory Structures (Garage, Carport, Mini-barn, etc.)
5.  Mobile Homes/Temporary Structures
6.  Electrical Service
7.  Temporary Pole
8.  Roof
9.  Zoning only (2-mile fringe)
10.  Additions/Alterations
11.  Commercial

**H. FLOOD ZONE**

\_\_\_\_\_

**I. ENERGY CODE PATH**

(Required for residential construction)

1.  Prescriptive
2.  Performance
3.  Total UA Alternative

**FEE CALCULATIONS**

**Commercial**

- COMMERCIAL CONSTRUCTION BASE FEE (\$180.00) = \_\_\_\_\_
- TOTAL SQUARE FEET \_\_\_\_\_ x \$.05 = \_\_\_\_\_
- LARGE COMPLEX (Add \$90.00) = \_\_\_\_\_
- WAREHOUSE, STORAGE, INDUSTRIAL (\$120.00) = \_\_\_\_\_
- TEMPORARY POLE (\$30.00) = \_\_\_\_\_
- EARLY ELECTRICAL SERVICE (\$30.00) = \_\_\_\_\_
- CERTIFICATE OF OCCUPANCY (\$10.00) = \_\_\_\_\_

**TOTAL FEE**  

**Residential**

- SINGLE FAMILY BASE FEE (\$120.00) = \_\_\_\_\_
- TOTAL SQUARE FEET \_\_\_\_\_ - 1000 SF x \$.05 = \_\_\_\_\_
- MULTIFAMILY BASE FEE (# OF UNITS X 90.00) = \_\_\_\_\_
- TOTAL SQUARE FEET \_\_\_\_\_ x \$.05 = \_\_\_\_\_
- ELECTRICAL UPGRADE/TEMPORARY POLE (\$30.00) = \_\_\_\_\_
- ACCESSORY STRUCTURES (\$30.00) = \_\_\_\_\_
- MOBILE HOME/MANUFACTURED HOME (TYPE III)(\$30.0) = \_\_\_\_\_
- TEMPORARY STRUCTURE (\$30.00) = \_\_\_\_\_
- ADDITIONS/ALTERATIONS (\$90.00) = \_\_\_\_\_
- CERTIFICATE OF OCCUPANCY (\$10.00) = \_\_\_\_\_

**TOTAL FEE**

**UTILITY TAP FEES SHALL BE PAID BEFORE THE  
IMPROVEMENT LOCATION PERMIT CAN BE ISSUED.**

**NO SITE WORK **SHALL** BEGIN OR FOUNDATION  
PERMITS ISSUED UNTIL ALL RULE 5 AND MS4  
REQUIREMENTS ARE MET.**

**APPROVAL WILL BE ON AUTHORITY OF THE  
PLANNING AND ENGINEERING DEPARTMENTS.**



Department of Sewage  
City of Greencastle  
Indiana, 46135

OFFICE  
288 P.O. Box  
1 N. Locust St.  
653-6830

PLANT  
West Columbia St.  
653-3394  
Fax 653-3506

Permit to Enter Sanitary Sewer

Address \_\_\_\_\_

Owner \_\_\_\_\_  
Please Print

Sewer charge is to be billed to:

Address \_\_\_\_\_

Name \_\_\_\_\_  
Please Print

Signature of owner \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Sewer Tap Fee Schedule

Water Meter size, Permit Fee & Inspection				Permit Fee Paid
5/8" & 3/4"	\$1,500.00	2"	\$10,500.00	\$ _____
1"	\$2,700.00	3"	\$24,000.00	Date: _____
1 1/4"	\$4,200.00	4"	\$42,000.00	
1 1/2"	\$6,000.00	Meter size above 4" shall be based on actual flow requirements		

I have read and understand the following: Owner/Contractor \_\_\_\_\_

Replacement of existing Lateral -\$50.00; (inspection fee only).

Connection fees for single family residences existing within the City limits prior to effective date of this Ordinance - \$1,000.00. Fire protection supply meters shall not apply for sanitary sewer fees.

The commercial and industrial expansion fee shall be \$725.00 per E.D.U. This shall be based upon an expansion that requires the issuance of a building permit.

The following requirements must be met to connect to sanitary sewer under city streets.

All asphalt and concrete road surfaces must be saw cut. Street cut permits may be picked up at Greencastle Street Dept.

SDR 35 pipe only, minimum lateral size is 6", use existing tap if available. If existing tap is not available use gasketed saddle with full circle bands, use Fernco fittings for transition from VCP to PVC and for pipe size changes. If old tap is not used it must be plugged and inspected by a City representative. See back of sheet for backfill details, any exception to the above must have approval of Sewage Dept. Supt.

Once you are on your property you may reduce your lateral size to 4" or other type of watertight pipe if you so desire. Outside clean outs are not required but are highly recommended.

Connections under city streets may not be covered before inspection is made, contractor or owner will be required to re-excavate.

Downspouts, gutters, foundation drains, french drains, storm water or surface water runoff are not permitted to enter sanitary sewer.

Normal inspection hours are Monday to Friday 8:00a.m. to 4:00p.m., inspections outside of normal working hours or on weekends have an additional \$50.00 fee. 24-hour notice must be given for all after hours inspections.

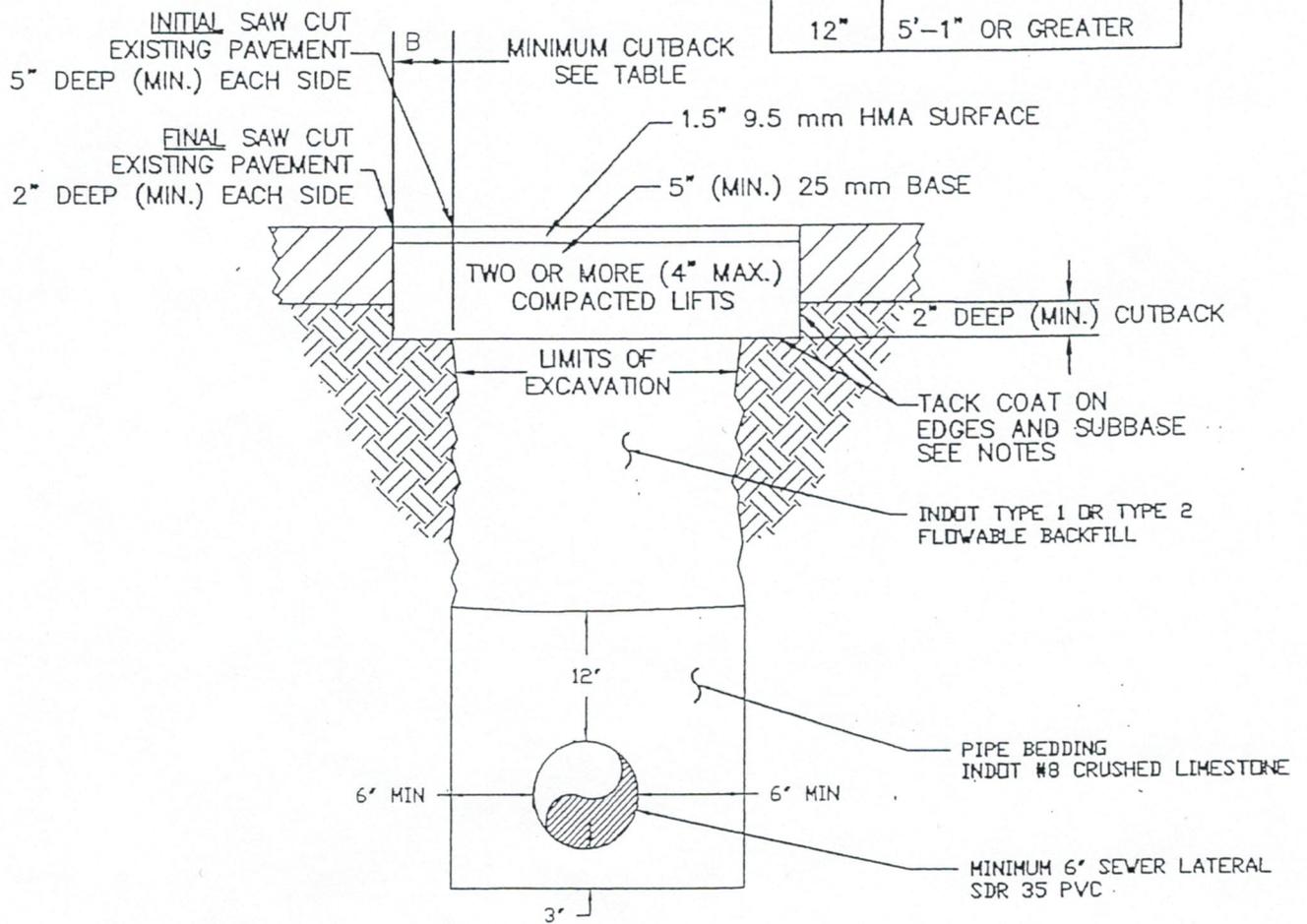
After inspection, this form must be presented to the Water / Sewage office with a signature of the inspector. No Water Meter will be set without this form.

Issued By: \_\_\_\_\_

Inspector: \_\_\_\_\_

# CITY OF GREENCASTLE SANITARY SEWER LATERAL CONSTRUCTION DETAIL

FINAL CUTBACK TABLE	
B	TRENCH WIDTH
6"	3'-0" OR LESS
9"	3'-1" TO 5'-0"
12"	5'-1" OR GREATER



(FLOWABLE MORTAR SHALL NOT BE USED  
WHEN TEMPERATURES ARE BELOW 38° F)

## ASPHALT PAVEMENT REPAIR

(NOT TO SCALE)

## 12.8 Sign Permits

### Sign Permits

The following procedure applies to Improvement Location Permits for Signs (Sign Permits):

- A. Sign Permit Review for Permanent Signs:** The following procedure applies to Permanent Sign Permit Review.
1. **Application:** Application for a permit shall be filed with the City Planner and shall be accompanied by any information the City Planner determines is necessary to assure compliance with this Ordinance, including but not limited to:
    - a. Clear and legible drawings with descriptions showing the location of the sign which is the subject of the permit. All signs on the same parcel or owned by the same business must be noted.
    - b. A dimensioned drawing showing the size of the sign face area and the height of the sign.
  2. **Effect of Sign Permit Issuance:** A sign permit issued under the provisions of this section shall not be deemed to constitute permission or authorization to maintain an unlawful sign nor shall it be deemed as a defense in an action to remove an unlawful sign.
  3. **Expiration:** A sign permit shall become null and void if work has not been started within 30 days of the date the permit is issued or completed within 6 months of the date the permit is issued.
- B. Sign Permit Review for Temporary Signs:** The following procedure applies to Sign Permit Review for Temporary Signs.
1. **Application:** Application for a permit shall be filed with the City Planner and shall be accompanied by any information the City Planner determines is necessary to assure compliance with this Ordinance, including but not limited to:
    - a. the type of temporary sign to be used.
    - b. the period of time the temporary sign is to be used.
    - c. the location at which the temporary sign is to be used, and the location on the property where the sign is to be placed.
  2. **Effect of Sign Permit Issuance:** A sign permit issued under the provisions of this section shall not be deemed to constitute permission or authorization to maintain an unlawful sign nor shall it be deemed as a defense in an action to remove an unlawful sign.
  3. **Nullification:** A temporary sign permit shall become null and void if the sign has not been placed within 30 days of the date the permit is issued.





# Sign Permit Application

City Hall, 1 North Locust Street, Greencastle, IN 46135

## 1. Sign Owner/Contractor:

### Owner:

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Contractor:

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

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

## 2. Location Information:

Address of Property: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Lot and Parcel #: \_\_\_\_\_ / \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

## 3. Existing Sign Information:

### Describe any signs on the same parcel:

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

### Describe any signs owned by the same business:

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

Size: \_\_\_\_\_

Location: \_\_\_\_\_

## 4. Proposed Sign Information:

Permanent or Temporary Sign: \_\_\_\_\_

Time period for Use (if temporary): \_\_\_\_\_

Sign Face Area: \_\_\_\_\_

Sign Height: \_\_\_\_\_

Type of Sign: \_\_\_\_\_

Building Frontage Length: \_\_\_\_\_

Total Signage Permitted: \_\_\_\_\_

## 5. Required Supplemental Information:

The following information must be provided as elements of the Sign Permit Application:

- A drawing of the sign showing its dimensions and height
- A site plan showing where the sign will be placed on the property

**I certify that the information contained on this form is complete and accurate and the required supplemental information listed above has been provided.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_ Released for Installation: Yes No

**FEE CALCULATIONS**

*SIGNS:*

- BASE FEE (\$30.00)
- ELECTRICAL (\$30.00)
- \_\_\_\_\_ SQ. FT. x \$.50

=  
=  
=

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOTAL FEE**

--