



# City Sign Permit Application

**Section 11.3 SIGN PERMIT REQUIRED**  
*No sign shall be erected, constructed, altered, or relocated, until a Standard City Sign Permit has been applied for and issued by the Administrative Officer.*

Non-Illuminated Sign Fee: \$50 each       Illuminated Sign Fee: \$75 each

**\*\*Certain Signs Require an Inspection by Building Inspector**

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Address: \_\_\_\_\_ Arab Business License on File: Y / N

Sign Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Arab Business License on File: Y / N

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

#1 Sign Description: \_\_\_\_\_

Freestanding: Installation Location \_\_\_\_\_

Attached to Building       Digital (Special Requirements)

Approved       Denied

#2 Sign Description: \_\_\_\_\_

Freestanding: Installation Location \_\_\_\_\_

Attached to Building       Digital (Special Requirements)

Approved       Denied

*\* No Sign Permit is required for the normal maintenance to prolong the life of a sign.  
\* All Signs located within the Historic District must obtain approval from the Historic Preservation Committee prior to issuing of the Permit.  
\* Architectural Engineer's Stamped Drawing required on signs requiring poured footers.  
\* If new sign erected, old existing sign must be removed within 10 days.*

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

Number of Signs: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_

Administrative Signature: \_\_\_\_\_  
Zone: \_\_\_\_\_ Permit # \_\_\_\_\_  
Final Sign Inspection Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**\* Please retain this copy for your records!**