

Sign Permit Application

Permit # _____

Sign Permit Fee: _____

1. Applicant Information

Applicant (Company) _____ Contact Person _____ Date _____

Address, City, State and Zip _____

Email _____ Phone _____ Fax _____



2. Subject Property Information

Business Name: _____

Address: _____

District & Parcel #: _____

Existing/ Proposed Use: _____

Building Type (please circle appropriate) Single Tenant / Multi-Tenant

Lot Size: _____

Building Length: _____

(time stamp)
Official Use Only

3. Existing Signs

Dimensions	Square Footage	Type (freestanding, wall, other)	Illuminated
			Y / N
			Y / N
			Y / N
			Y / N
Number of Existing Sign(s)	Total Square Footage Existing Signs	Freestanding Sign Height	

4. Proposed Signs

New sign or Face change	Dimensions	Square Footage	Type (freestanding, wall, etc.)	Illuminated
				Y / N
				Y / N
				Y / N
				Y / N
Number of Proposed Sign(s)		Total Square Footage Proposed Signs	Freestanding Sign Height	

5. Attachments (the following must be attached to any sign permit application)

1. Elevation Drawing – Show dimensions of sign, location on wall & height of freestanding sign.
2. Site Plan Drawing – Show proposed location and setback information of new and existing signs.
3. Filing Fee – Checks are to be made payable to Polk County.
4. Electrical Permit – If proposed sign(s) are illuminated, an Electrical Permit from the Building Division is required.

Incomplete applications without necessary applications will not be processed.

If proposed sign is a new billboard, a building permit and a sign permit are required

Return forms to: Polk County Public Works, Planning Division 5885 NE 14th Street, Des Moines, IA 50313

▪ Phone (515) 286-3358 ▪ Fax (515) 323-5295 ▪

Forms and Sign Code available online <http://www.polkcountyiowa.gov/PublicWorks/>

OFFICIAL USE ONLY			
Received by:		Site Inspection Date:	
Date Issued:		Issued by:	