

# 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

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

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

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

District & Parcel #: \_\_\_\_\_

Zoning District: \_\_\_\_\_

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
<b>Number of Existing Sign(s)</b>	<b>Total Square Footage Existing Signs</b>	<b>Freestanding Sign Height</b>	

## 4. Proposed Signs

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

## 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 14<sup>th</sup> Street, Des Moines, IA 50313

▪ Phone (515) 286-3705 ▪ Fax (515) 286-3437 ▪

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

OFFICIAL USE ONLY			
<b>Received by:</b>		<b>Site Inspection Date:</b>	
<b>Date Issued:</b>		<b>Issued by:</b>	