



BUILDING PERMIT APPLICATION
BUILDING & SAFETY DIVISION/COMMUNITY DEVELOPMENT

BS _____
DATE: _____

SIGN

THIS IS A PERMIT APPLICATION ONLY. WORK IS NOT AUTHORIZED UNTIL FEES HAVE BEEN PAID AND A PERMIT HAS BEEN ISSUED.

ADDRESS				CONSTRUCTION VALUATION \$	
DESCRIPTION					
NAME OF EXISTING BUSINESS/TYPE:			NAME OF NEW BUSINESS/TYPE:		
OWNER		APPLICANT		CONTRACTOR	
ADDRESS		ADDRESS		ADDRESS	
CITY/ STATE/ ZIP		CITY/ STATE/ ZIP		CITY/ STATE/ ZIP	
PHONE	CELL PHONE	PHONE	CELL PHONE	PHONE	CELL PHONE
E-MAIL		E-MAIL	LICENSE	E-MAIL	LICENSE

PRE-SUBMITTAL ZONING REVIEW: PRELIMINARY REVIEW ONLY – NOT AN APPROVAL	ZONE	OK FOR PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO	OK OTC <input type="checkbox"/>	BY:	DATE:
		PLANNING ENTITLEMENT: <input type="checkbox"/> YES <input type="checkbox"/> NO			

COMMENTS:

<input checked="" type="checkbox"/>	FLOOR/SUITE	<input checked="" type="checkbox"/>	STRUCTURE TYPE		
	FLOOR:		ACCESSORY STRUCTURE - COM	HOTEL/ MOTEL	RELIGIOUS INSTITUTION
	SUITE/ UNIT #:		APARTMENT	INDUSTRIAL/ MANUFACTURING	RESTAURANT
			ASSISTED LIVING/DAY CARE	INSTITUTIONAL	RETAIL
<input checked="" type="checkbox"/>	PROJECT TYPE		AUTOMOTIVE	MEDICAL/DENTAL	STUDIO- PRODUCTION
	NEW STRUCTURE		CONDOMINIUM	OFFICE	STUDIO- SOUND
	TENANT IMPROVEMENT		CITY FACILITY	PARKING LOT	THEATER
	SITE IMPROVEMENTS		EDUCATIONAL	PARKING STRUCTURE	WAREHOUSE
<input checked="" type="checkbox"/>	ZONE	SETBACK (FROM PROP. LINE)		HEIGHT (TO TOP OF SIGN)	
	BCC1/ MPC1	TO POLE:	FT	ABOVE GRADE:	FT
	OTHER ZONE	TO FACE OF SIGN:	FT	ABOVE ROOF:	FT
<input checked="" type="checkbox"/>	TYPE OF SIGN				
	WALL SIGN	MARQUEE SIGN	POLE SIGN	ELECTRIC SIGN	
	ROOF SIGN	VALENCE SIGN	MONUMENT SIGN	MOVING SIGN	
	PAINTED SIGN	PROJECTING SIGN			

SIGN AREA					
STREET FRONTAGE	PARKING LOT FRONTAGE	MAX. SIGN AREA:	SF	PROPOSED SIGN AREA:	SF
STREET: FT	LOT: FT	EXISTING SIGN AREA:	SF	REMAINING SIGN AREA:	SF
SIDE STREET: FT	(ENTRANCE FACING PARKING LOT ONLY)	AVAILABLE SIGN AREA:	SF		

MAXIMUM SIGN AREA CALCULATION					
ALL ZONES EXCEPT BCC1/ MPC1			BCC1/ MPC1 ZONES ONLY		
STREET FRONTAGE (3 SF/ LF)			STREET FRONTAGE BCC1/ MPC1 (2 SF/ LF)		
SIDE STREET FRONTAGE (1 SF/ LF)			SIDE STREET FRONTAGE (1 SF/ LF)		
PARKING LOT FRONTAGE (1 SF/ LF)			PARKING LOT FRONTAGE BCC1/ MPC1 (2 SF/ LF)		
MAXIMUM SIGN AREA			MAXIMUM SIGN AREA		

FIRE DEPT.	BWP/WATER	PW/SEWER	PUBLIC WORKS DEPT.		
PLAN CHECK: <input type="checkbox"/> YES <input type="checkbox"/> NO	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO	INTERCEPTOR REQUIRED:	ADDRESS APPROVED:	STREET IMPROVEMENT INSPECTION:	
PLAN CHECK FEE: _____	FEE PAID: _____	<input type="checkbox"/> YES <input type="checkbox"/> NO	PEDESTRIAN PROTECTION REQ'D:	PERMIT NO. _____	
DATE: BY:	DATE: BY:	DATE: BY:	<input type="checkbox"/> FENCE <input type="checkbox"/> CANOPY <input type="checkbox"/> NONE	CURB CUT WIDTH: _____	
			BY:		
PARKS & REC	BWP/ELECT	BACKWATER VALVE REQUIRED:	SETBACK FOR STREET WIDENING:	RECURB (E) CURB CUT: <input type="checkbox"/> YES <input type="checkbox"/> NO	
APPROVED:	FEE REQ'D: <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	BY:	BY:	
DATE: BY:	FEE PAID: _____	DATE: BY:	SITE PLAN CHECKED FOR EASEMENTS	PUBLIC WORKS DEPT REQ'D NOTED:	
	DATE: BY:		BY:	CHECK SHEET: <input type="checkbox"/> YES <input type="checkbox"/> NO	
				BY:	

PLANNING DIVISION (PLANNING APPROVAL GIVEN ONLY AFTER ALL OF THE ABOVE APPROVALS ARE OBTAINED)					
PROJECT NO.	ZONE	ENTITLEMENT DATE	BY:	COMMENTS	
APPROVED BY:		DATE:	FEE:		

I DECLARE THAT THE FOLLOWING STATEMENTS ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF:
 I HEREBY ACKNOWLEDGE THAT I HAVE READ THIS APPLICATION AND THAT INFORMATION STATED HEREON IS TRUE. I AGREE TO COMPLY WITH ALL ORDINANCES AND STATE LAWS REGULATING BUILDING CONSTRUCTION. I UNDERSTAND AND AGREE THAT SHOULD I FAIL TO COMPLY WITH THE ABOVE, ALL PERMITS SHALL BE DEEMED REVOKED.

SIGNATURE OF APPLICANT: _____ DATE: _____