

SIGN _____

Application for SIGN Permit/Approval

GENERAL INFORMATION PLEASE PRINT OR TYPE

DATE: _____

ADDRESS OF CONSTRUCTION: _____ EST. COST: _____

OWNER OF PROPERTY: _____ PHONE: _____

OWNER'S ADDRESS: _____

CONTRACTOR: _____ PHONE: _____

CONTRACTOR BUSINESS ADDRESS: _____ CELL: _____

CONTRACTOR EMAIL: _____

DESCRIPTION:

NEW: Y / N

OF NEW: _____

OF EXISTING: _____

MEASUREMENTS

TOTAL TENANT FRONTAGE

LINEAL FT: _____

TOTAL BLDG FRONTAGE

LINEAL FT: _____

SIGN**LOCATION**☐ FRONT☐ REAR☐ SIDE**FREE STANDING**

(Landscape Plan Required)

☐ YES☐ NO**ELECTRICAL CONNECTIONS**☐ YES☐ NO☐ NEON☐ LED☐ OTHER

TOTAL SIGN/ SQ FT: _____ DESCRIBE WORK TO BE PERFORMED: _____

X

Authorized Applicant's Signature

Print Name

Date

- Any proposed business identification or ground sign must be reviewed and approved by the Planning & Zoning Commission before a permit can be issued.
- All drawings must be received by the Building Department two (2) weeks prior to the scheduled Planning & Zoning Meeting. Planning & Zoning meetings are held twice a month, on the 1st and 3rd Tuesday of every month, beginning at 6:30pm. Approval from 'Homeowners Association' or Property Owner is necessary, if applicable. Should approval of plans be denied, revised plans must be resubmitted (still allowing an additional 2 weeks for review). **In order for the plans to be reviewed at the Planning & Zoning meeting, a **Representative MUST be present.** **
- Bring color and/or material samples to the meeting. \$200.00 Plan Review Fee is Required, Three (3) sets of drawings, Three (3) sets of site plans and Landscaping plan if applicable (Ord. 1161.09(a)(4)).
- Permits for business identification signs and ground signs are the most common types of sign permits. The size of a business identification sign is based on the lineal foot frontage of the store, building or business suite. Complete design standards are contained in Chapter 1161 of the Codified Ordinances. The Codified Ordinances can be found on our website, at www.orangevillage.com.
- All Contractors must be registered before obtaining a permit. Contractor Registration forms are available at the Building Department or online at: www.orangevillage.com.
- Signs that have new electrical power must have the work performed by a state licensed contractor.

OFFICE USE ONLY:

REFACE WALL SIGN: \$50.00
 NEW WALL SIGN: \$70.00
 GROUND SIGN: \$150.00
 INTERIOR WINDOW: \$25.00
 TEMP (<4 SQ FT) \$20.00

APPROVAL AND FEES:**AMOUNT**

	Base:	\$
	Per Item Charge:	\$
	Sub Total:	\$
	State Surcharge Fee (____ %):	\$

TOTAL:

Application for a Sign Permit is approved (as noted):

Robert McLaughlin, Chief Building Official

Date Approved