



Sign Permit Application

Permit No.: _____ Date: _____

Property Owner Information:

NAME _____

First	Last	Phone Number	
Address	City	State	Zip Code

Applicant/ Occupant Information:

NAME _____

First	Last	Phone Number	
Address	City	State	Zip Code

Email: _____

Address of Proposed Sign(s):

Business Name: _____ Phone: _____

Address	City	State	Zip Code
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Location of Proposed Sign(s): _____

Zoning Class: B-1 B-2 B-3 M-1 M-2 M-3 Other _____

“JULIE” has been notified and is marking your project area? YES NO
Call 1-800-892-0123 to schedule before you dig.

Sign(s) installation requirements:

- All installations shall conform to the City of Jerseyville’s Sign Ordinance. **(Title 11 Chapter 12)**
- All electrical installations shall conform to the requirements of the latest adopted edition of the National Electrical Code NFPA #70.
- Where applicable, sketch of improvement referencing location, size and distance from property lines shall be provided.
- Notify Building & Zoning Department for inspections as improvement progresses. **48 hours’ notice is required.**

The following minimum requirements must be submitted with application:

- Drawing of plot plan showing distances to lot lines, dimensions of signs, dimensions of property, set back lines, and street name.
- Show size of sign(s) and height of sign(s) above ground.
- Show type of materials to be used in construction of sign(s).

- If ground sign exceeds 10 feet in height, two sets of plans and specifications are required. Specifications include: dimensions, materials, construction details, loads, stresses, anchorage and property line details.
- Liability insurance is required.

Permit Fees:

\$30.00 for signs up to 30 square feet, and **\$.50** for each square foot thereafter.

Sign up to 30 square feet	\$30.00	\$30.00
Each square foot thereafter	\$.50	

Total Permit Fee: _____

- **Building Permit fees are non-refundable.**

Signature of Owner/Occupant **or** Authorized Representative Date

Approved by: _____
Building Inspector Date