



City of Valparaiso

**SIGN PERMIT APPLICATION**

Office Use Only

Permit #: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Date Called: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Date Closed: \_\_\_\_\_

The undersigned certifies that the owner of record authorizes the proposed work and that the undersigned has been authorized by the owner to make this application as the authorized agent and agrees to conform to all applicable laws of this jurisdiction.

Applicant's Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Part A IDENTIFICATION TYPE OR PRINT IN INK**

Project Address: _____ on the N / E / S / W side of the same or cul de sac Between: _____ and _____ (Cross Street) _____ streets (Cross Street) _____ Zoning District: _____	Name of Business/Institution: _____ Owner/Lessee: _____ Address: _____ _____ Phone: _____
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**Part B DETAILED INFORMATION**

PROPOSED USE <small>(Check all that apply)</small>	TYPE OF SIGN <small>(Check all that apply)</small>	DETAILS OF SIGN <small>(Fill in all that apply)</small>	ADDITIONAL INFORMATION <small>(Fill in completely)</small>
<input type="checkbox"/> New Signage  <input type="checkbox"/> Temporary Sign <small>(Dates: _____ - _____)</small>  <input type="checkbox"/> Face Change	<input type="checkbox"/> Wall <input type="checkbox"/> Awning <input type="checkbox"/> Ground/Monument <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Other (Explain) _____	Size: _____ height X _____ width Lighting: <input type="checkbox"/> Internal or <input type="checkbox"/> External New Electrical Service? <input type="checkbox"/> Yes <input type="checkbox"/> No Setback from R/W _____ Overall height from grade _____	<b>Total cost of project: \$ _____ .00</b> Building/Tenant Space lineal foot frontage: _____ lin. ft. # of and total area of existing signs: # _____ sq. ft.

**Part C CHECK LIST & CONTRACTOR INFORMATION (Contractor MUST be registered with Valparaiso.)**

Please include the following items when applicable:

Completed application       Detailed sketch or picture of sign(s) with dimensions

Landscape plan for ground sign(s)       Site Plan showing all dimensions, setbacks, & proposed location of sign(s)

Building/Tenant Space elevation showing the frontage dimensions and proposed location of sign (wall signs & awnings)

Sign Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**ASSIGNED FEES - TO BE COMPLETED BY BUILDING COMMISSIONER**

Planning Dept. Approval \_\_\_\_\_ Date \_\_\_\_\_ Permit Fee: \$ \_\_\_\_\_

Building Dept. Approval \_\_\_\_\_ Date \_\_\_\_\_ Insp./C.O. Fee: \$ \_\_\_\_\_

Total Fees Due: \$ \_\_\_\_\_