

Planning



Department

## SIGN PERMIT APPLICATION

Please submit a drawing of each sign with this application, and show all sign dimensions, including height, length, width, and square footage. Show where each sign will be located on the building or on the property, and include relevant distance measurements such as distance from property line to monument sign or height and width of building facade for wall signs. If any proposed sign contains electrical components, then an electrical permit is required in addition to this sign permit.

Address of Sign Project: \_\_\_\_\_

Parcel Number: \_\_\_\_\_ Is any part of this parcel in Flood Zone AE? \_\_\_\_\_

Will any part of this proposed sign project be within Flood Zone AE? \_\_\_\_\_ If answering YES, the applicant must also obtain a floodplain development permit in addition to this permit.

Name of Business or Organization at this Address: \_\_\_\_\_

Phone Number at this Address: \_\_\_\_\_

Name of Property Owner or Business Owner: \_\_\_\_\_

Phone Number of Property Owner or Business Owner: \_\_\_\_\_

Email of Property Owner or Business Owner: \_\_\_\_\_

Are any of these proposed signs a part of a multi-tenant sign structure? \_\_\_\_\_

Do any of these signs contain electrical components, such as lighting? \_\_\_\_\_

Total Number of Proposed Signs: \_\_\_\_\_ Total Square Footage of Proposed Signs: \_\_\_\_\_

The fee for each sign is \$2.00 per square foot for the face of each sign. When calculating the fee for monument signs, only count the square footage for one side.

Total Fee for Proposed Signs: \_\_\_\_\_

Name of Sign Contractor Company: \_\_\_\_\_

Address of Sign Contractor Company: \_\_\_\_\_

Phone Number of Sign Contractor Company: \_\_\_\_\_

Email of Sign Contractor Company: \_\_\_\_\_

City of Horn Lake Contractor License Number: \_\_\_\_\_

Sign Contractor Signature: \_\_\_\_\_

Printed Name of Sign Contractor: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Payment Type: \_\_\_ Cash \_\_\_ Check \_\_\_ Card

Amount Paid: \_\_\_\_\_

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

Permit Number: \_\_\_\_\_