



SIGN PERMIT APPLICATION AND PERMIT

ADDRESS WHERE SIGN IS TO BE INSTALLED:		DATE OF APPLICATION:
PROPERTY OWNER INFO	TENANT / APPLICANT INFO	CONTRACTOR INFO
Name:	Name:	Name:
Address:	Address:	Address:
City:	City:	City:
State: Zip:	State: Zip:	State: Zip:
Phone:	Phone:	Phone:
Email:	Email:	Email:
SIGN IS: <input type="checkbox"/> New or <input type="checkbox"/> Alteration of Existing Sign <input type="checkbox"/> Permanent or <input type="checkbox"/> Temporary		SITE PLAN IS ATTACHED? <input type="checkbox"/> Yes <input type="checkbox"/> No
IF SIGN IS TEMPORARY, LIST SPECIFIC DATES FOR DISPLAY:		
DESCRIPTION OF WORK:		
ZONING INFORMATION: Sign Height: _____ Sign Width: _____ Square Feet: _____ Illuminated: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Licensed electrical contractor is required to pull electrical permit and perform electrical work.</i>		
CONDITIONS OF PERMIT: TO BE COMPLETED BY CITY PLANNER Setbacks from Lot Lines: N _____ S _____ E _____ W _____ Other Conditions:		
Valuation of Sign: \$ _____ Permit Fee: \$ _____	INSPECTIONS REQUIRED: Call 515-957-5128 at least 24-hours in advance. 1. <u>Footings</u> After footings dug, prior to placing concrete 2. <u>Foundation</u> After any foundation forms are erected, steel is in place, prior to placing concrete 3. <u>Electrical</u> After electrical rough-in work has been completed, prior to covering work 4. <u>Final</u> After work is complete	
DATE OF ISSUANCE:		DATE OF EXPIRATION:

I hereby acknowledge that I have read this permit and state that the above information is correct, and agree to comply with all ordinances and state and federal laws regulating activities covered by this permit.

Applicant/Owner/Contractor or Agent

Issued by



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This permit authorizes performance of the work described above, plans and specifications, which are hereby made an integral part of this document. All such work shall be in accordance with applicable laws and ordinances of the City of Altoona and the State of Iowa.

NOTICE – This permit does not authorize the use of any public property, including streets, alleys, parks, bike trail system, and sidewalks, nor does it authorize the placing of any obstruction thereon. If such use of public property is necessary, an OBSTRUCTION PERMIT must be obtained. This does not include obstruction and/or use of the bike trail system and/or parks.

This Permit will **expire** if work has not been commenced within 180 days of issuance date, is abandoned for more than 120 days, or is not completed within one year.

This permit does not cover work in which electrical, plumbing, heating and cooling equipment, and boilers systems are being installed, replaced or repaired. Separate permits are required to be obtained prior to this type of work being performed.

VIOLATIONS – Violation of the applicable codes under which this permit has been issued is deemed a MUNICIPAL INFRACTION and punishable accordingly.