



**CITY OF MOSCOW
COMMUNITY DEVELOPMENT DEPT**

**SIGN PERMIT
APPLICATION**

All spaces to be filled in where applicable.

NOTE: *This is not a permit for construction.*

Building Site Address _____

Parcel No. _____

CONTACT: Please check box next to primary contact.

Owner/Tenant Name _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Fax _____ E-Mail _____

Installer/Contractor _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Cell _____

Fax _____ E-Mail _____

DESCRIPTION: New Sign Alter Sign Replace Sign

TYPE: Check one.

Awning/Canopy/Marquee Portable/Sidewalk

Freestanding/Pole Monument

Projecting/Suspended Roof

Mural/Wall Other: _____

LOCATION ON LOT OR BUILDING: _____

LIGHTING: Internal External None

An electrical permit is required for lit/electric signs. Sign permit will not be issued without the required electrical permit. Permit Number: _____

PROPOSED SIGN:

A. Size: _____ High x _____ Wide = _____ Square Feet

B. Minimum distance from edge of sign to property line: _____

C. Minimum distance from edge of support to property line: _____

D. Number of entities/businesses advertised on sign: _____

E. Landscaping Area: _____ Long x _____ Wide = _____ Square Feet

F. Maximum Height above: Grade _____ Wall _____

G. Lowest Height above: Grade _____ Drive _____ Sidewalk _____

H. Length of wall or tenant space on which sign is installed: _____

I. Length of property frontage: _____

J. Will sign obstruct fire escape, window or door? Yes No

EXISTING SIGNS: (indicate location on site plan)

1. Type: _____ Size: _____ Square Feet

2. Type: _____ Size: _____ Square Feet

3. Type: _____ Size: _____ Square Feet

Submit with this application:

1. Site plan, drawn to scale, indicating location of existing and proposed signs with dimensional measurements.
2. Elevation drawings, drawn to scale, of signs and buildings to which they are attached with dimensional measurements.
3. Structural details indicating materials; type, size and location of fastenings; footings and load calculations.
4. Hold Harmless Agreement if proposing a portable sign.

Fee: \$55.00 per sign: number of signs _____ = \$ _____

The undersigned certifies that all statements herein contained are true and correct.

Signature of Owner/Agent **Date**

Approved for Issuance by **Date**