



CITY HALL
202 S. Wabash Street
Wabash, IN 46992

PHONE (260) 274-1491
FAX (260) 563-0876

SIGN PERMIT

IMPROVEMENT LOCATION PERMIT

DATE APPLIED: _____

PERMIT NO: _____

DATE ISSUED: _____

RECEIPT NO: _____

Department Use Only

Parcel #: _____ Township: _____

Subdivision: _____ Section/Phase: _____ Lot #: _____ Zoning: _____

Address of Sign Installation Activity: _____

P **R** **O** Name: _____

P **E** **R** **M** **A** **I** **N** **G** Mailing Address: _____

T **C** **I** **T** **Y** City/State/Zip Code: _____ Ph: _____

Individual / Contractor Responsible for Sign Installation:

Sign Contractor: _____
Name Address Phone

Type of Work: New Sign Sign Relocation (moving existing sign) Sign Alteration (change in sign structure or enlargement)

Sign Classification: On-Premise Off-Premise Billboard Temporary Mobile **Changeable Copy:** Yes No

Sign Type: Directional Directory Ground Pole Projecting Roof Subdivision Wall

Sign Animation: Static (non-animated) Dynamic (e.x. video screen or LED) **Sign Material:** _____

Sign Height: _____' - _____" (at tallest point vertically) **Sign Size:** _____ X _____ (_____ Sq. Ft.)

Sign Lighting: Internal/Backlit Spot/Direction lighting Not Illuminated **Installation Date:** _____

Existing Signs (list all other signs (except directional signs) currently installed on the property, use a separate sheet if necessary):

Qty	Sign Classification	Sign Type	Sign Material	Estimated Cost
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.

Department Use Only

Permit Fee

Permit Fee: \$ _____

Other: _____ \$ _____

Total Fees: \$ _____

Applicant Signature

Printed Name

Date

Approved by:

Department Representative

Date

Comments/Conditions: _____

THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE SIGN PERMIT/IMPROVEMENT LOCATION PERMIT APPLICATION:

1. Note: One Sign Permit application is required for each sign to be installed.
2. A line or detailed drawing of the sign, including a front and side profile.
3. For building mounted signs (wall, projecting, roof, etc), an elevation showing:
 - a. All existing signs currently installed on the property
 - b. The proposed location of the sign on the structure
 - c. The length, width, depth, height, and overall size of the proposed sign, including any vertical clearances required
 - d. The distance, if any, that the sign projects off of the structure, including any projecting into any right of way
 - e. All property lines and dimensions
 - f. All streets, alleys, and other rights-of-way adjacent to the site
 - g. The location of all recorded easements
4. For freestanding signs (ground, pole, etc), a site plan showing:
 - a. All existing signs currently installed on the property
 - b. The proposed location of the sign on the property
 - c. The length, width, depth, height, and overall size of the proposed sign, including any vertical clearances required
 - d. The setback distance from the sign (at any point) to all property lines
 - e. All property lines and dimensions
 - f. All streets, alleys, and other rights-of-way adjacent to the site
 - g. The location of all recorded easements

PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:

1. All ground signs and pole/freestanding signs (with less than 8 feet of vertical clearance) are prohibited from being located within any sight visibility triangle or corner vision clearance area. This restricted area is formed at the corner of a property where any two rights-of-way (including alleys) intersect. Please consult the Zoning Code for more information on this requirement.

IMPORTANT INSPECTION INFORMATION

1. Formal scheduled inspections are not required in conjunction with a Sign Permit.

THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.