



Office Use

Complete & Received Date _____

Permit # _____

Application Approved Date: _____

Site Location & Description	
Name of Business Requesting Sign Permit: _____	
Site Address: _____	PIN#: _____
Zoning District: _____	
Tenancy:	Single Tenant Multi-Tenant
Sign Type	
Single-Face Freestanding Illuminated?	Double-Face Attached Other _____ Yes No
Sign Details & Measurements	
New	Alteration Face Change*
Description of Project: _____	

*Face Change – The removal & replacement of an individual plastic panel from an existing sign (usually Multi-tenant). A face change does not require the replacement or modification of the sign frame, structure, or electrical components.

Sign 1		Sign 2		Sign 3		Sign 4	
Sign Type		Sign Type		Sign Type		Sign Type	
# of Faces		# of Faces		# of Faces		# of Faces	
Horizontal Dimension		Horizontal Dimension		Horizontal Dimension		Horizontal Dimension	
Vertical Dimension		Vertical Dimension		Vertical Dimension		Vertical Dimension	
Total Square Feet		Total Square Feet		Total Square Feet		Total Square Feet	
Total Height Above Grade		Total Height Above Grade		Total Height Above Grade		Total Height Above Grade	
Setback or Projection		Setback or Projection		Setback or Projection		Setback or Projection	