

# Sign Permit Application

## Filing Requirements

**Sign Permit Applications will not be accepted unless the following five items are included with your application. One permit is to be filed for each free standing or non-wall sign type. Multiple wall signs may be filed on the same permit.**

- A complete application – Sections 1 and 2 must be completed and the application signed
- One site plan – with proposed location of sign and sign setbacks from property lines and other signs
- Application fee \$ \_\_\_\_\_ (check payable to the Allen County Treasurer)
- Supplemental letter signed by property owner/operator (for EMC/LED signs only)
- Rendering of sign(s) with dimensions.

## Please complete 1 through 11 in this Section

## Section 1: Application Information

1. Project Address \_\_\_\_\_
2. Is this a reface of an existing sign cabinet?  yes  no
3. If yes please provide details. \_\_\_\_\_
4. Sign Type:  Wall  Freestanding  Awning  Blade  Canopy
5. Directional  Drive Through  Marquee  Projecting  Residential Entrance
6. Sign Type:  Permanent On-site  Billboard
7. Sign Copy Area \_\_\_\_\_ Wall Sign Copy Area (label per façade) \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_
8. Wall sign coverage (provide percentage per façade) \_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_
9. Sign height from grade (feet) \_\_\_\_\_
10. Does the sign have EMC/LED?  yes  no If yes, EMC/LED sign area \_\_\_\_\_
11. Estimated Completion Date \_\_\_\_\_
12. Estimated Sign Cost \_\_\_\_\_

## Section 2: Signature

Applicant Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_  
Sign Company Doing Installation (if applicable) \_\_\_\_\_

This Permit is signed by the applicant and issued by the Zoning Administrator, or its duly authorized agent, pursuant to Indiana Code Title 36-7-4, Allen County Code 3 (if in the Allen County), or City of Fort Wayne Code § 157 (if in the City of Fort Wayne). The Applicant granted permission to proceed with the application for the project, but only as approved by the express terms of this Permit. Construction must begin within 90 days of the issuance of this permit; and if construction is not timely commenced, then this Permit shall expire and shall be null and void. There shall be no occupancy and/or use of the project until a Certificate of Compliance is issued by the Zoning Administrator and a Certificate of Occupancy is issued by Allen County Building Commissioner. I acknowledge and understand that the proposed improvement at the above address may not be permitted by an Association/Neighborhood's restrictive covenants and/or plat. The Department of Planning Services is reviewing the permit for Zoning Ordinance regulations and an Association (if applicable) should be contacted regarding private restrictions. The Department of Planning Services does not enforce private restrictive covenants or agreements. **This is not a Building Permit.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only – Do Not Fill Out Information Below this Line*

Planning Jurisdiction:  AC  FW  HT  WB  GB  MV

Payment Type:  Cash  Check  Credit Card (on line only) Rcpt # \_\_\_\_\_

Check #/Credit Card Approval #/Cash Amount: \_\_\_\_\_

Approved By: \_\_\_\_\_ SIGN- \_\_\_\_\_

