

# CITY OF LANCASTER SIGN PERMIT APPLICATION (FOR PERMANENT SIGNS ONLY)

**INSTRUCTIONS TO APPLICANT:** Please review the Sign Standards, Article 14.1200, for sign regulations. Please provide the information requested on this form. In addition we must have the following items to process your permit:

1. Two (2) site plans or drawings showing the sign location and its relationship to buildings or structures, other signs, property lines and public streets; showing methods of construction, size, attachment to the building or ground, height, materials, etc.
2. Free standing signs of more than fifty (50) square feet and more than ten (10) feet in height must be designed by an engineer to withstand a wind pressure of 30 PSF and designed to support the dead load of the sign.
3. For illuminated signs, an electrical permit must be obtained.
4. If the work has not been completed within 90 days of issuance, the permit shall become null and void.

**(PLEASE PRINT ALL INFORMATION)**

**Date:** \_\_\_\_\_

ADDRESS/LOCATION OF SIGN: \_\_\_\_\_

NAME OF BUSINESS: \_\_\_\_\_

OCCUPANT'S NAME \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

OCCUPANT'S MAILING ADDRESS: \_\_\_\_\_

SIGN CONTRACTOR: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

**\*\* (NO FLASHING, SCROLLING OR ANIMATED SIGNS ALLOWED) \*\***

TYPE OF SIGN: (CHECK APPROPRIATE BOX AND GIVE NUMBER OF SIGNS)

BUSINESS-ATTACHED  \_\_\_\_\_ ON-SITE POLE SIGN  \_\_\_\_\_

MONUMENT SIGN  \_\_\_\_\_ WALL SIGN  \_\_\_\_\_ OTHER  \_\_\_\_\_

SIZE OF PROPOSED SIGN: \_\_\_\_\_ COST OF SIGN(S): \_\_\_\_\_

LENGTH OF BUILDING FRONTAGE OR LEASE SPACE: \_\_\_\_\_

THE SIGN IS: (CHECK THE APPROPRIATE BOXES)

A NEW SIGN:  ILLUMINATED YES  NO

AN EXISTING SIGN:  ILLUMINATED YES  NO

APPLICANT'S SIGNATURE: \_\_\_\_\_ DL#: \_\_\_\_\_

## OFFICE USE ONLY

Zoning District: \_\_\_\_\_ Allowable area: \_\_\_\_\_ Sq. Ft. Requested: \_\_\_\_\_

Sign Application is \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved Electrical Permit Required: YES NO

Total Signage on Property or on Building Verified \_\_\_\_\_ Photograph of Sign after Inspection \_\_\_\_\_

Signature of Inspector: \_\_\_\_\_