



**Permanent Sign Permit Application**

**Instructions:**

1. Submit 2 copies of a scale drawing of the proposed sign as well as 2 copies of the site plan showing location of the proposed sign, and landscaping around ground signs.
2. Each sign applied for must have its own permit.

**1. Sign Location Information**

Name of Business: \_\_\_\_\_  
 Address of Sign: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

**2. Property Owner Information**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

**4. Company Responsible for Placement of the Sign**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_

**3. Sign Information**

**A. Type of Sign (check one)**

- Wall (Bldg. or tenant frontage dimension) \_\_\_\_\_
- Ground (Lot frontage dimension) \_\_\_\_\_
- Pole
- Projecting
- Other: \_\_\_\_\_

**B. Illumination of Sign (check one)**

- Interior     Exterior     None

**C. Is there NEW electrical service?** \_\_\_\_\_

**D. Faces of Sign:** Single \_\_\_\_\_ Double \_\_\_\_\_

**E. Size of Sign:** Height: \_\_\_\_\_ Width: \_\_\_\_\_

Overall height from Grade: \_\_\_\_\_

Total area: \_\_\_\_\_ Setback from R-O-W: \_\_\_\_\_

Sq. Ft. of Sign Face: \_\_\_\_\_

**F. Number of Existing Signs:** \_\_\_\_\_

**G. Sq. Ft. of existing Face:** \_\_\_\_\_

**H. Number of Sq. Ft to be retained:** \_\_\_\_\_

**5. Certification**

I hereby certify that I have the authority to make the above application, that the application is correct, and that any construction, reconstruction, enlargement, relocation, or alterations of structures, or in any changes of use of land or structures requested by this application will comply and conform to all applicable laws of the State of Indiana and Ordinances of the Town of Ferdinand.

I further understand and agree that any improvements installed or constructed over a recorded utility or drainage easement, whether or not authorized by a permit, is undertaken at the risk of the property owner, and that in the event access to such easment is required for installation or maintenance of utilities, the improvement shall be removed at the expense of the owner. I further certify that the construction will not be used until proper certificates of completion and compliance are filed with the Plan Commission, Ferdinand, Indiana.

Signature of Owner/Authorized Agent \_\_\_\_\_

**For Office Use Only** (Do not write in this space.)

Sign Area: \_\_\_\_\_ Zoning: \_\_\_\_\_

Sign Fee: \_\_\_\_\_

Application Approval:       Application Denied:

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_ Permit #: \_\_\_\_\_

Comments: \_\_\_\_\_