



# Sign Permit Application Form

Staff Use Only	
Application Number:	_____
Received By:	_____
Date:	_____

**1. Application is made for:** *(please circle any of the following that apply)*

- |                      |                    |                     |                      |
|----------------------|--------------------|---------------------|----------------------|
| Erect new sign       | Move existing sign | Alter existing sign | Repair existing sign |
| Remove existing sign | Temporary sign     | Permanent sign      | Off-premises sign    |

**2. Sign location** *(street address):* \_\_\_\_\_.

**3. Contact information:** *(a list of additional contacts may be attached)*

Owner Name: _____	Contractor Name: _____
Address: _____	Address: _____
Telephone: _____ Fax: _____	Telephone: _____ Fax: _____
E-mail: _____	E-mail: _____

Erector Name: _____	Subcontractor* Name: _____
Address: _____	Address: _____
Telephone: _____ Fax: _____	Telephone: _____ Fax: _____
E-mail: _____	E-mail: _____

*\* if applicable*

**4. Please attach the following items:**

- Legible site plan including specific location (legal description) and setbacks to adjacent property lines and buildings.
- Detailed drawing indicating the dimensions, materials and colors of the proposed sign and support structure.
- Certification by a registered professional structural engineer (required only for freestanding or projecting signs).
- Graphic drawing or photograph of sign copy.
- Description of the lighting to be used (if applicable).
- Proof of liability insurance (required for freestanding signs and projecting wall signs).
- Written lease or permission from property owner of site on which sign will be located (required only for off premises signs).

**5. Certification:** *(must be signed in blue ink)*

*I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am the property owner or am acting with the knowledge and consent of the property owner(s) as demonstrated by the attached lease and/or permission . I understand that all materials and fees required by the City of Craig must be submitted prior to having this application processed.*

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