



Sign Permit Application

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

SITE LOCATION: \_\_\_\_\_

Local Contact Person for Business: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signs installed in the City of Marion must be installed by a licensed sign contractor to ensure proper installation and conformance to City Code Chapter 340-8.3C(2).

Sign Contractor: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

GENERAL SIGN INFORMATION:

Is the proposed sign a panel replacement of an existing sign structure? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, no sign permit is required so long as the original frame or support structure is not altered and or modified to accommodate the new sign panel.

Is the proposed work related to general maintenance of the sign? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, no sign permit is required so long as the original frame or support structure is not altered and or modified. Electrical permit still required if any electrical upgrade/Maintenance is required.

In consideration for approval of this application and the granting of a permit, we hereby agree to install the sign(s) in compliance with the applicable codes and regulations of the City of Marion, Iowa; the applicant further agrees that he/she will hold said City harmless from any and all claims for damages of any kind or character, defend any action that may be brought against said City, and pay all damages that may be assessed, including costs, should any damage occur through the erection, use or maintenance of said sign(s).

Signature of sign contractor: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

- Complete project details and requirements on the following page -

## Sign Permit Application *(continued)*

**SIGN DETAILS:** For multiple signs, complete this page for each sign. Document Reference:

\_\_\_\_\_ New Installation    \_\_\_\_\_ Alteration    \_\_\_\_\_ Relocation    \_\_\_\_\_ Temporary

Type of sign to be installed:

*Refer to the Marion Sign Code, 340-8.3, to ensure proper identification of sign type.*

Awning/Canopy/Marquee Sign	Real Estate Sign, Large
Projecting Sign	Temporary (Banner or Ground)
Wall Sign	Onsite Informational/Directional Sign
Electronic Message Center	Window Sign
Monument Sign* *Address numbers are required on monument signs per Fire Code <u>126-85(R)</u>	

Sign Dimensions: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft

*The supporting structure or bracing of a sign shall be omitted in measuring the area of the sign unless such structure or bracing is made part of the message or face of the sign. Use actual dimensions where practical or approximate dimensions when irregularity of the sign shape warrants.*

Total height of sign above grade: \_\_\_\_\_ feet \_\_\_\_\_ inches

Total Sign Weight: \_\_\_\_\_ pounds

Projection over property line: \_\_\_\_\_ feet

Free Standing Signs: Setback from property line: \_\_\_\_\_ feet (5' min required)

Visual site triangle verified on site plan: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Wall Signs: Dimensions of wall section where sign will be affixed: \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq ft

Will the sign be electrified? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*If yes, a separate electrical permit is required and can be applied for by a licensed electrician with the Building Department, 319-743-6330.*

Are there other signs presently existing on the site? Yes: \_\_\_\_\_ No: \_\_\_\_\_

*If yes, complete the Existing Sign Inventory Form, page 3 of this application.*

**REQUIRED DOCUMENTS:**

Drawings and/or specifications showing sign profiles, dimensions, materials, design, structural supports and electrical components of proposed sign.

Applications for ground or monument signs must contain a clear site plan with property lines, easements, location of proposed freestanding sign, lot dimensions and footing details.

# Sign Permit Application *(continued)*

## EXISTING SIGN INVENTORY FORM

SITE LOCATION: \_\_\_\_\_

Local Contact Person for Business: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Shopping Center (if multi-tenant): \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** Total only the areas(s) of those signs visible from the public spaces and right-of-way on the exterior of the building(s). Include all ground, wall and canopy sign area for the lot or tenant space.

Type of Sign	Size (sq. ft.)	General Location / Description

*If additional space is required, use the back of this sheet. Site photographs can be used for general location / description of sign only and are not considered sufficient for size verification.*

**Total of all Wall Signage:** \_\_\_\_\_ total square footage

*Additional wall signs may not exceed the total amount of wall coverage permitted per the zoning district or development agreement.*