

Storefront Sign Permit Application Form

Applicant Information

Business Name:

Applicant Name:

Contact Number:

Email Address:

Business/Property Address:

Sign Details

Type of Sign:

Sign Dimensions (H x W in feet):

Total Sign Area (sq ft):

Sign Text/Content:

Materials Used:

Is the sign illuminated?

☐ Yes

Installation Height (from ground, in feet):

Setback from Property Line (in feet):

Exact Placement Description:

Attachments

Please include the following with your application:

- Scaled drawing of the proposed sign (including dimensions)
- Photograph of the building façade
- Site plan showing sign placement
- Proof of property ownership or authorization letter (if applicant is not the owner)

- ☐ Drawings Included
- ☐ Photo Included
- ☐ Site Plan Included
- ☐ Authorization Included

Affirmation

- ☐ I hereby certify that the information provided herein is true and correct to the best of my knowledge.

Submit Application

Complete the **storefront sign permit application form** sample to ensure compliance with local regulations and streamline the approval process. This form typically requires detailed information about the proposed sign's dimensions, materials, and placement. Submitting a correctly filled application helps avoid delays and facilitates a smooth installation procedure.