

# SIGN PERMIT

**PERMIT NUMBER:** \_\_\_\_\_

<b>PROJECT ADDRESS</b> (including Suite/Unit #): _____	
<b>BUILDING INFORMATION:</b> Owner Name: _____ Address: _____ City: _____ Zip: _____ Phone: (____) ____ - _____ Email: _____	<b>CONTRACTOR INFORMATION:</b> License #: LSVL- _____ Business Name: _____ Address: _____ City: _____ Zip: _____ Phone: (____) ____ - _____ Email: _____

<b>Property Information:</b>	
District Area	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Mixed-Use <input type="checkbox"/> Downtown
Is this property within a PUD?	If yes, name of PUD: _____

<b>Sign Information:</b>	Total number of signs under this permit: _____
<input type="checkbox"/> Permanent	<input type="checkbox"/> Wall <input type="checkbox"/> Projecting <i>See back of this page for submittal requirements.</i> <input type="checkbox"/> Freestanding <input type="checkbox"/> Kiosk <input type="checkbox"/> Awning <input type="checkbox"/> Marquee <input type="checkbox"/> Canopy <input type="checkbox"/> Mural <input type="checkbox"/> Display <input type="checkbox"/> Illuminated Window Sign  <i>Additional permanent sign types may be allowed without a sign permit. Please review the City of Louisville Sign Code to understand all permanent sign requirements.</i>
<input type="checkbox"/> Temporary Begin Date: _____ End Date: _____	<input type="checkbox"/> Fabric Sign/Banner <i>See back of this page for submittal requirements.</i>  <i>Additional temporary sign types may be allowed without a sign permit. Please review the City of Louisville Sign Code to understand all temporary sign requirements.</i>

**Valuation for the work being completed (permanent signs): \$** \_\_\_\_\_

This application becomes null and void if permit is not issued within 180 days of application date. I hereby certify that granting of a permit shall not be construed as a permit or an approval of any violation of either the Municipal or the 2018 International Building Codes or any other state or local law regulating construction or the performance of construction. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or performance of construction. Permit and tap fees are subject to change at the beginning of each calendar year.

Note: Fees are assessed at time of permit issuance and are subject to city ordinance in effect at that time.

**SIGNATURE OF OWNER OR AUTHORIZED AGENT OF OWNER:**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Email Address: \_\_\_\_\_

APPROVALS	SIGNATURE	DATE	COMMENTS
Building			
Planning			

## **Submittal Requirements:**

### **- Site Plan:**

- Property line(s)
- Scale and north arrow
- Location of adjacent streets, alleys, or driveways
- Location of easement(s)
- Location of existing sign(s)
- Location of proposed sign(s), including setbacks and vision clearance if applicable
- Building frontage dimension

### **- Building Elevation(s):**

- Building height
- Façade length
- Tenant frontage
- Height to the top of the sign from grade
- Location of existing and proposed sign(s)

### **- Sign Details:**

- Overall sign dimensions
  - Length
  - Width
  - Height
  - Area
- Character/Logo/Copy height
- Materials
- Color
- Mounting/attachment details
- Foundation details, stamped by an engineer

### **- Illumination Details:**

- Illumination type and electrical information. If sign includes an internally illuminated sign cabinet, show the portions of the sign that are opaque and that illuminate.

### **- Additional information required for projecting, awning or canopy signs:**

- Projection from building with location of property line. If sign projects over the property line into city right-of-way, a revocable license will be required
- Vertical clearance from bottom of sign to sidewalk

### **- Temporary Banner:**

- Overall banner dimensions
- Location on the property where the banner will be placed