



SIGN PERMIT APPLICATION

See reverse side for more information regarding the permitting process and the materials required for a complete application.

NOTE: Must be accompanied by a DEVELOPMENT PERMIT APPLICATION form.

PROPOSED SIGNS

Description	Size (sq ft)	Materials	Mount Type	Illumination	Side of Building	Case Number (To be filled in by Staff)
i.e. Joe's Plumbing	10	Aluminum	Under Canopy	Internal	North	SGN
						SGN
						SGN
						SGN
						SGN
						SGN
						SGN
						SGN

IS THE PROPOSED SIGN(S) LOCATED IN THE DOWNTOWNHISTORIC DISTRICT?

YES NO

EXISTING SIGNS on BUILDING and/or SITE (or Freestanding sign(s) counted toward building)

Description	Size (sq. ft.)	Mount Type	Illumination	Side of Building	Case Number
i.e. Joe's Hardware	32	Façade	Internal	North	SGN1999-00001

TOTAL SIZE OF EXISTING and PROPOSED SIGNS on BUILDING and/or SITE

	Area of any Freestanding Signs	Total Area of Existing Signs	Total Area of Proposed Signs	Total Area of ALL SIGNS	Total ALLOWABLE Area*
North					
South					
East					
West					
TOTAL					

* Total Allowable Area:	Mixed Use, Waterfront, Light Commercial, General Commercial, and Industrial Districts	Rural Reserve and Residential Districts
	Length of side of the building X 1 ½ feet = Maximum Sign area in square feet for that one side of the building	Tri-plexes and smaller = 4 square feet
		Four-plexes and larger, and churches = 32 square feet

-----DEPARTMENT USE ONLY BELOW THIS LINE-----

SIGN FEES	Fees	Check No.	Receipt	Date
Application Fees	\$ _____			
Admin Adjustment	\$ _____			
Total Fee	\$ _____			

This form and all documents associated with it are public record once submitted.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

For assistance filling out this form, contact the Permit Center at 586-0770.

Case Number	Date Received

To be completed by Applicant

Sign Permit Application Instructions

Signs are outlined in CBJ 49.45

All signs constructed, altered, or changed in the City and Borough must comply with the Sign section of the Land Use Code. All sign permit applications are reviewed and approved by the Community Development Department.

Application: An application for a Sign Permit will not be accepted by the Community Development Department until it is determined to be complete. The items needed for a complete application are:

1. **Forms:** Completed Sign Permit and Development Permit Application forms.
2. **Fees:** The Sign Permit fee is \$50.00 for the first two signs, and \$20.00 for each additional sign. Any signs constructed or modified without a permit issued will be subject to double fees. All fees are subject to change.
3. **Submittals:** Sign Permit submittals shall include the following:
 - A. Plan View showing the location and dimensions of existing and proposed signs. (A photo of the façade with measurements shown will suffice.)
 - B. As-built Drawings, Site Plans or Aerial Views of building showing dimensions of each side of the building
 - C. Summary of Existing signs (on application)

Document Format: All information that is submitted as part of an application shall be submitted in either of the following formats:

1. Electronic copies may be submitted by CD, DVD or E-mail in the following formats: .doc, .txt, .xls, .bmp, .pdf, .jpg, .gif, .xlm, .rtf or other formats pre-approved by the Community Development Department.
2. Paper copies may not be larger than 11" X 17" (Unless a larger paper size is preapproved by the Community Development Department).

Downtown Historic District Design Standards

All signs within the Downtown Historic District shall comply with the requirements of the Sign Code and the Downtown Historic District Design Standards and Guidelines. Please contact the Permit Center and ask for the Planner on Call for more information.

Sign Permit Exemptions and Exceptions

Not every sign requires a permit. Please refer to CBJ 49.45.300 for more detail.

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