

## CHECKLIST FOR SIGN PERMIT APPLICATION

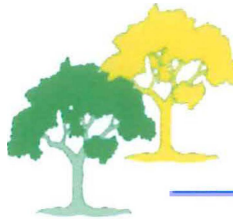
Project Address: \_\_\_\_\_

Pursuant to Chapter 405 of the Unified Development Code any person, firm, corporation or organization desiring to place, erect, alter or relocate a sign, as herein defined, except an exempt sign, shall make application to the Building Inspector and shall provide in writing the following information:

- \_\_\_\_\_ 1. Application with name, address and telephone number of the applicant, owner (or owner's authorized representative) and the person, firm, corporation or association erecting the sign.
- \_\_\_\_\_ 2. Include linear footage of road frontage and square footage of all existing signs on the building.
- \_\_\_\_\_ 3. Attach plot plan, dimensioned, showing the location of the building, structure and lot that the proposed sign is to be attached to or erected on.
- \_\_\_\_\_ 4. Attach photographs showing the location of the proposed sign and its relationship to the building that it is to be mounted on or the surrounding area if it is not a wall sign.
- \_\_\_\_\_ 5. Attach one (1) drawing of the proposed sign showing the message to be displayed and method of construction, landscaping and attachment to the building or ground.
- \_\_\_\_\_ 6. Attach colored sketch showing the proposed color combination of the sign with the proposed and existing surrounding materials.
- \_\_\_\_\_ 7. Attach written consent of the owner (or the authority to act on behalf of such owner) of the building, structure and land that the sign is to be erected on with the Ownership Affidavit included with the application.
- \_\_\_\_\_ 8. Attach description of all electrical equipment and attachments if the sign is to be lighted by a secondary light source or an illuminated sign. This will require a separate electrical permit.
- \_\_\_\_\_ 9. Attach a picture of existing face and a picture of proposed new face for face replacement.

All permanent signs shall be designed and constructed using a licensed and bonded sign company. All permanent signs shall use appropriate materials and shall not be constructed using the following materials: wood; lightweight cloth or canvas, except approved canopies or awnings; paper; cardboard; or any other material that has not been approved by the City for construction of a permanent sign. I hereby confirm that the information submitted on this document and application is true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF  
**Oak Grove**

2110 S. Broadway · Oak Grove, Missouri 64075 · (816) 690-3773 · Fax (816) 690-8478

**SIGN PERMIT APPLICATION**

The City has adopted the  
2012 International Codes

Inspections call  
(816) 690-3773 Ext. 1007  
return application to:  
[buildingofficial@cityofoakgrove.com](mailto:buildingofficial@cityofoakgrove.com)

**FEE CALCULATED**

**ALL PERMANENT SIGNS SHALL BE DESIGNED AND CONSTRUCTED USING A LICENSED AND BONDED SIGN COMPANY**

Applied date \_\_\_\_\_ Permit Number \_\_\_\_\_

Applicant Name: \_\_\_\_\_

**SIGN COMPANY INFORMATION**

Name: \_\_\_\_\_ Business License # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**BUSINESS INFORMATION**

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

Business/Project Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**PROPERTY OWNER**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**SEE REVERSE SIDE OF PAGE**

*"Come Grow With Us!"*

**SIGN TYPE**

**Conditional Use Permit Required:**           **Pole Sign**           **Billboard Sign**

       Permanent           Temporary           Replacing Sign Face           Monument Sign  
       Non-Illuminated           Illuminated\*           Lighted\* (from secondary light source)  
       Electric Message Center\*

**\*If branch circuit is not currently available for illuminated sign, a licensed electrical contractor must obtain a electrical permit prior to installation. All signs involving internal lights or other electrical devices or circuits must display a label certifying it as being approved by the underwriter's laboratories.**

**SIGN SIZE**

       **Wall Sign:** Height           Width           Area of Facade         
       **Monument Sign:** Height (copy area)           Width (copy area)         
   Total Height           Width of Base         
   Setback Front Property Line           Setback Side Property Line         
       **Projecting Sign:** Height (copy area)           Width (copy area)         
   Depth           Clearance         
       **Under Canopy Sign:** Height           Width           Clearance       

**PROPERTY INFORMATION**

       Linear footage of road frontage           Square footage of existing signs

- The proposed work must be done in accordance with approved plans and specifications. Separate permits are required for, but not limited to electrical, mechanical and plumbing. Furthermore, it is the duty of the general contractor to assure that all required inspections are scheduled in advance and approved by the City Inspectors.
- Permits are valid for 180 days and must be posted in visible location.
- I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws 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 conceal the provisions of any other state or local law regulating construction or the performance of construction and that I make this statement under penalty of perjury. Businesses must obtain a current City of Oak Grove Business License prior to beginning any project.

AFFIDAVIT: I hereby certify that I have the authority to make the foregoing application and that the application, to the best of my knowledge, is complete and correct and that the permitted construction will conform to the regulations in the Codes adopted by the City of Oak Grove and all applicable ordinances.

Applicant Name Printed: x \_\_\_\_\_

Applicants Signature: x \_\_\_\_\_ Date: \_\_\_\_\_

Building Official Printed: x \_\_\_\_\_

Building Official Signature: x \_\_\_\_\_ Date: \_\_\_\_\_

**OWNERSHIP AFFIDAVIT**

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STATE OF MISSOURI            )

COUNTY OF JACKSON         )

Comes now \_\_\_\_\_ (owner) who being duly sworn upon his/her oath, does state that he/she is the owner of the property legally described in the application for a permanent sign permit and acknowledges the submission of the application for permanent sign permit on said property under the City of Oak Grove Unified Development Code.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires