

## 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: \_\_\_\_\_



2110 S Broadway, PO Box 805  
Oak Grove, Missouri 64075  
816.690.3773 • 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: \_\_\_\_\_

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**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 sub-mission of the application for permanent sign permit of 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