

City of Sioux Center
Application for Sign Permit

Please provide as much of the following information as possible. One Permit Per Sign

Building Address _____

Subdivision _____

Lot _____ Block _____

Lot size _____ Zone _____

Owner's Name _____

Address _____

Phone (Home) _____

Phone (Cell) _____

E-mail _____

Contractor's Name _____

Address _____

Phone (Office) _____

Phone (Cell) _____

E-mail _____

Registration/License Number _____

Brief Description of Work and Cost of Project:

Who will be billed for the Permit? (circle one)

Owner Contractor Third Party (please provide info)

What type of Sign are you installing?

- Real Estate Sign
- Government Sign
- Address Sign
- Campaign Sign
- Informational Sign
- Directional Sign
- Joint Identification Sign
- Wall Sign
- Pole or Free Standing Sign
- Temporary or Portable Sign
- Swing Sign
- Awning Sign
- Roof Sign

Sign Information:

Width _____ Height _____

Square Feet _____ Total Height _____

Method of Support _____

Illuminated _____ Flashing _____

Moving Parts _____

**** SUPPLY A PLAN OF THE PROPOSED PROJECT DRAWN TO SCALE ****

Permit Regulations

Contractor or Owner will need to provide a plan that is drawn to scale; a site plan showing the placement of the sign in relation to the building and lot lines; and an elevation plan of the sign.

Required Inspections Include, but not limited to: 1-Footing; 2-Foundation; 3-Framing, Rough-In Electrical, Plumbing, and Mechanical; 4-Final. To Schedule Inspections call 722-0761.

The issuance of this permit is for the work specified in the application filed. Therefore any unauthorized changes or alterations from the aforesaid application or plans will render this permit null and void. All corrections or alterations noted in any addendums issued by this department shall be made a part of the approved plans and shall be performed and incorporated into the work.

The issuance of this permit shall not be construed as approval to violate any City Ordinance or City Code adopted by the City of Sioux Center.

If any of the above listed Inspections are not scheduled at the appropriate time, you will **forfeit 25%** of your deposit fee for every inspection that is not scheduled.

The permit is valid for **one year**. If not completed in one year you will forfeit 10% of your deposit fee every 30 days until the permit is finalized, unless you file for an extension. The extension will only be good for six months and will be allowed two extensions per permit.

I, _____, **the owner have read the Permit Regulations and agree to adhere to them.**
(owner's name)

I, _____, **the contractor have read the Permit Regulations and agree to adhere to them.**
(contractor's name)

**** ALL OWNER & CONTRACTOR SIGNATURES MUST BE COMPLETED ****

