OWENSBORO METROPOLITAN PLANNING COMMISSION

Sign Permit Application

08/22 302s

Refer to OMPC Form 113 (attached) for a summary of Zoning Ordinance Article 9 Sign Regulations. **Sign permits and fees** are required only for (1) off-premises signs, (2) portable signs greater than 10 SF in area, (3) permanent on-premises signs that are electrical and/or greater than 10 SF in area. **Use this form** to apply for up to THREE (3) separate signs on the same property.

Subject Property	Owner	Contractor
Address	Name, Address, Phone	Name, Address, Phone, UL Member #
Inside Owensboro City Limits? __ Yes __ No		
Zone		

Sign 1	Sign 2	Sign 3
TYPE OF SIGN (check one): **ON-PREMISES SIGN**: __ Business, Farm, or Institution __ Place (subdivision, apt. complex) __ Portable **OFF-PREMISES SIGN**: __ Billboard __ Bus Shelter __ Church or Civic Club	**TYPE OF SIGN (check one):** **ON-PREMISES SIGN**: __ Business, Farm, or Institution __ Place (subdivision, apt. complex) __ Portable **OFF-PREMISES SIGN**: __ Billboard __ Bus Shelter __ Church or Civic Club	**TYPE OF SIGN (check one):** **ON-PREMISES SIGN**: __ Business, Farm, or Institution __ Place (subdivision, apt. complex) __ Portable **OFF-PREMISES SIGN**: __ Billboard __ Bus Shelter __ Church or Civic Club
PLACEMENT (check one): __ Yard (freestanding pole, monument) __ Building wall __ Building roof __ Building canopy, marquee, awning	**PLACEMENT (check one):** __ Yard (freestanding pole, monument) __ Building wall __ Building roof __ Building canopy, marquee, awning	**PLACEMENT (check one):** __ Yard (freestanding pole, monument) __ Building wall __ Building roof __ Building canopy, marquee, awning
Dimensions	Dimensions	Dimensions
Materials	Materials	Materials
Illumination: __ Not __ Direct __ Indirect	Illumination: __ Not __ Direct __ Indirect	Illumination: __ Not __ Direct __ Indirect
Sign Tag UL #	Sign Tag UL #	Sign Tag UL #
Electronic changeable copy (message board) included? __ Yes __ No	Electronic changeable copy (message board) included? __ Yes __ No	Electronic changeable copy (message board) included? __ Yes __ No
Sign Height (feet)	Sign Height (feet)	Sign Height (feet)
Sign Area (sq ft)	Sign Area (sq ft)	Sign Area (sq ft)
Sign will read	Sign will read	Sign will read
SIGN COST $	**SIGN COST $**	**SIGN COST $**
PERMIT FEE $	**PERMIT FEE $**	**PERMIT FEE $**
(SHADED BLOCK FOR OFFICE USE)		**TOTAL FEE $**

Applicant's Certification

I hereby certify that I am the owner or the owner's agent of the subject property and to the best of my knowledge all information hereon and attached is true and accurate. I agree to abide by the effective editions of the Kentucky Building Code, National Electrical Code, Zoning Ordinance, and all conditions on approved plans and permits.

Applicant's Signature Date

Requirements and Conditions

- Attach plat or survey of subject property, and site plan drawing.
- Attach sign drawings. Signs over 30' in height shall require engineered, stamped drawings.
- For billboards, submit survey of distances between existing and proposed billboards; and submit evidence of contract for property lease.
- Electrical permits also shall be required for electrical or illuminated signs and shall be issued only to properly licensed electrical contractors.
- Call Kentucky Underground Protection Inc. two (2) working days before you dig (1-800-752-6007).

Email applications to permits@owensboro.org