



TOWN OF ADDISON SIGN PERMIT APPLICATION

\$75.00

Received:

Permit Number:

Application must be filled out, signed, and submitted with the following documents attached:

- 1. SITE PLAN
a. show lot lines, names of adjacent streets, location of existing buildings, any existing signs, and proposed signs
b. indicate length of each wall where a sign is proposed or length of individual store front/lease space
c. show distance from the sign face to the nearest street curb
2. SIGN PLAN DRAWINGS
a. indicate scale, materials, and paint color
b. show all letter/logo heights and total effective area

Please note that the Sign Contractor MUST be registered prior to issuance of a sign permit.

Address of Sign Suite Number
Wording of Sign Total Area in Sq. Ft.
Letter/Logo Height Sign Height Sign Width Height from grade to bottom of Sign
Estimated Value Illuminated (Yes/No) Set back from curb (in feet) Front Side
Building Owner Phone
Mailing Address City State Zip
Tenant Phone
Mailing Address City State Zip
Sign Contractor Addison Lic. No. Phone
Mailing Address City State Zip
Electric Contractor Addison Lic. No. Phone
Mailing Address City State Zip
Type of Sign (Circle appropriate one) Monument Monument Tenant Panel Reface
Wall/Facia Pole Pole Tenant Panel Reface
For Sale or Lease Grand Opening Banner Other
Sign Faces: (circle one) Single-Faced Double-Faced
Direction Sign Faces: N W E S
Printed Name Email
Date of Application Signature

FOR TOWN USE ONLY

Permit Fee: Payment Method: Invoice#:
Date Approved: Expiration Date: Date Issued:
Approved By: