



## Sign Application

### Application information:

First name:

Last name:

Company name:

Street address:

City, State, Zip:

Phone:

Alternate phone:

Your relationship to this permit:

### Sign location information:

Project address:

Name of Business:

Zoning District:

### Type of sign:

Permanent

Temporary

### Permanent Sign information:

Type of Sign:

Area of proposed sign: (square feet)

Area of all existing signs to remain: (square feet)

Length of building or tenant space facing street(s)

### Temporary Sign information:

Type of sign:

Area of proposed sign: (square feet)

Proposed duration of placement:  
 From:  To:   
 (Cannot exceed 30 days per permit and no more than sixty (60) days per calendar year)

### ATTENTION PERMIT APPLICANTS:

You are hereby notified that your signature on this application is interpreted as written acknowledgement of your liabilities to conform to regulations established by the Codes and Ordinances of the City of Raytown regulating the construction for which this permit is issued. Violations are subject to penalties.

\*Agents must submit letters endorsed by property owners authorizing them to act on their behalf in gaining this permit.

**Application submittal date:**

**Applicants signature** \_\_\_\_\_

### Sign application submittal requirements

When applying for a sign permit, the following information must be submitted.

1. A completed City of Raytown Sign Permit Application
2. One plot plan draw to scale depicting the following:
  - A. Property lines
  - B. All existing buildings with exterior dimensions
  - C. Location of all parking, driveways, sidewalks and landscaped areas.
  - D. Locations of all streets abutting the property on which the sign is proposed to be located.
  - E. The location of the proposed signage.
  - F. Location and type(i.e. wall sign, monument sign, pole sign, awning sign, roof sign, etc.) of all existing signage.  
**(Permanent signs only)**
3. Color illustration of the proposed signage including dimensions of the proposed signage.
4. Square footage of each existing sign that is to remain on the property. **(Permanent signs only)**
5. Payment of the applicable sign permit application fee.
  - A. New permanent sign: \$125.00
  - B. Changing sign face of existing sign: \$30.00
  - C. Temporary sign: \$50.00

If you have questions regarding the above submittal requirements of the City of Raytown sign regulations, please contact the Community Development Department at (816) 737-6011.