



Community Development Department  
 Planning and Zoning Division  
 10000 E 59<sup>th</sup> Street • Raytown, MO 64133  
 Phone: 816-737-6014 • Fax: 816-737-6164

### SIGN PERMIT CHECKLIST

- \_\_\_\_\_ Sign Permit Application
- \_\_\_\_\_ Applicant must have an active Business License with the City of Raytown\*
- \_\_\_\_\_ Site plan drawn to scale\*\*
- \_\_\_\_\_ Color illustration and dimensions of the proposed signage
- \_\_\_\_\_ Square footage of each existing sign that is to remain on the property
- \_\_\_\_\_ Fee (Cash, Credit or Check)

\*If the applicant is the sign company, the business for which the sign is associated with must also have an active Business License with the City of Raytown.

\*\*Site plan must include the following:

- Property lines
- All existing buildings with exterior dimensions
- Location of all parking, driveways, sidewalks and landscaped areas
- Locations of all streets abutting the property on which the sign is proposed to be located
- The location of the proposed signage
- Location and type of all existing signage

### SCHEDULE OF FEES – SIGNS

Temporary Signs	\$50.00
New Sign Face	\$50.00
New Monument Sign	\$150.00
New Sign Permit (Non-Monument)	\$125.00



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### SIGN PERMIT APPLICATION

Office Use Only			
Sign Permit #:	Sign Type(s):	Quantity:	Fee:
Date of Application:			
Date of Approval:			
			<b>Total:</b>
Sign Location Information:			
Project Address:			
Name of Advertising Business:		Business License # (Advertising Business):	
Existing Zoning:		Overlay District (If Applicable):	
Applicant Information:			
First Name:		Last Name:	
Name of Sign Company/Contractor:		Email:	
Phone:		Business License # (Sign Company/Contractor):	

*You are hereby notified that your signature on this application is interpreted as written acknowledgement of our 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.*

Signatures:	
Applicant Signature: X	Date:
Property Owner Signature (Or "See Attached" For Separate Signed Letter): X	Date:

**Please Give a Detailed Description of the Proposal Below.**  
*(Include number of sign(s), types, location, dimensions of sign(s) and façade (if applicable),*

Sign Type:	Fee:
New Sign Permit	\$125.00
New Monument Sign	\$150.00
Change Copy / New Sign Face	\$50.00
Temporary Signs / Banners & Portable	\$50.00

*Please note that all payments received via credit card will be assessed an additional 2.5% service fee*