



## 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



SIGN PERMIT APPLICATION

Applicant Information

First name: Last name:

Company name:

Street address:

Phone: Alternate phone:

I am the... Business owner Property owner Sign company Other

Sign Location Information

Project address:

Name of business:

Zoning district:

Type of Sign (Check One)

Permanent Sign Type of sign: Area of proposed sign (sq. ft.): Area of all existing signs to remain (sq. ft.): Length of building or tenant space facing street(s) (ft.):

Temporary Sign Type of sign: Area of proposed sign (sq. ft.): Duration of placement\*: \*Temporary signs 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.

Applicants signature: Date: