



Sign Permit Application Form

Staff Use Only

Application Number: _____

Received By: _____

Date: _____

1. **Application is made for:** *(please circle any of the following that apply)*

Erect new sign

Move existing sign

Alter existing sign

Repair existing sign

Remove existing sign

Temporary sign

Permanent sign

Off-premises sign

2. **Sign location** *(street address):* _____.

3. **Contact information:** *(a list of additional contacts may be attached)*

Owner Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Contractor Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Erector Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Subcontractor* Name: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

** if applicable*

4. **Please attach the following items:**

- Legible site plan including specific location (legal description) and setbacks to adjacent property lines and buildings.
- Detailed drawing indicating the dimensions, materials and colors of the proposed sign and support structure.
- Certification by a registered professional structural engineer (required only for freestanding or projecting signs).
- Graphic drawing or photograph of sign copy.
- Description of the lighting to be used (if applicable).
- Proof of liability insurance (required for freestanding signs and projecting wall signs).
- Written lease or permission from property owner of site on which sign will be located (required only for off premises signs).

5. **Certification** *(must be signed in blue ink)*

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am the property owner or am acting with the knowledge and consent of the property owner(s) as demonstrated by the attached lease and/or permission. I understand that all materials and fees required by the City of Craig must be submitted prior to having this application processed.

Applicant: _____ Date: _____