



**APPLICATION FOR PERMANENT SIGN PERMIT  
TO SUBMIT APPLICATION ONLINE GO TO:**

<http://www.springfieldmo.gov/1718/Online-Commercial-Plan-Review-and-Permit>

ADDRESS OF SIGN: \_\_\_\_\_

STE # \_\_\_\_\_

**\*First & Last Names along with email addresses are required for any person wanting to be contacted as part of this project\***

NAMES	NAME & E-MAIL ADDRESS	TELEPHONE NUMBER
Contractor Company Name	<b>First &amp; Last Name of Contact</b> _____ <b>Email Required</b> _____	Phone # _____
First & Last Name of Applicant (Person submitting Digital Plans)	<b>First &amp; Last Name of Applicant</b> _____ <b>Email Required</b> _____	Phone # _____
Designer of Record	<b>First &amp; Last Name of Designer</b> _____ <b>Email Required</b> _____	Phone # _____
Company Name of Tenant / Business	<b>First &amp; Last Name of Business Representative</b> _____ <b>Email</b> _____	Phone # _____
Name of Property Owner	<b>First &amp; Last Name of Property Owner</b> _____ <b>Email</b> _____	Phone # _____

**TYPE OF SIGN:** (Check applicable category)

**Note: Each detached sign must be submitted with a separate application and payment.**

\_\_\_\_\_ **WALL SIGN** Sign mounted to wall, parallel with wall; includes painted on, etched on, etc., also includes signs on canopy, parapet, awning.

\_\_\_\_\_ **ON-PREMISE DETACHED SIGN** Freestanding sign advertising service or product located on the same parcel or premise.

\_\_\_\_\_ **OFF-PREMISE DETACHED SIGN** Freestanding sign advertising service or product NOT located on the same parcel or premise.

\_\_\_\_\_ **PROJECTING SIGN** Attached to wall and projects from face of wall.

\_\_\_\_\_ **ROOF SIGN** Attached to and located above roof – not permitted if detached or projecting sign on premise.

**TYPE OF WORK:** \_\_\_\_\_ NEW SIGN      \_\_\_\_\_ ALTERATION      \_\_\_\_\_ REPAIR

**FEATURES:**      \_\_\_\_\_ ILLUMINATED      \_\_\_\_\_ NON-ILLUMINATED      \_\_\_\_\_ ANIMATION  
 \_\_\_\_\_ FLASHING LIGHTS (Animation & flashing lights required to be at least 10' above street grade.)

**DIMENSIONS OF SIGN:** \_\_\_\_\_ **TOTAL SQ. FT:** \_\_\_\_\_  
(Measurement includes extremities of sign, such as decoration, structure trim, lights, etc.)

**IS ANY PORTION OF THE SIGN LOCATED WITHIN THE RIGHT-OF-WAY?** \_\_\_\_\_

**ESTIMATED VALUE OF SIGN:** \$ \_\_\_\_\_

I hereby certify the owner of record authorizes the proposed sign, and I have been authorized by the owner to make this application as his authorized agent, and we agree to conform to all applicable laws of this jurisdiction.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

**Date** \_\_\_\_\_ **Contractor** \_\_\_\_\_ **Owner** \_\_\_\_\_ **Agent for Owner** \_\_\_\_\_

**Make sure the Designer of Record, Contact and Digital Submittal information are listed on Page 1  
(First & Last Names, Email Address & Phone #)**

Are there EXISTING signs on Premise: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe: \_\_\_\_\_ Detached Sign Size: \_\_\_\_\_  
\_\_\_\_\_ Wall Sign Size: \_\_\_\_\_

Is this sign being attached to existing sign? \_\_\_\_\_ Yes \_\_\_\_\_ No

If this is an alteration, repair, etc., please describe:  
\_\_\_\_\_  
\_\_\_\_\_

Will an Electrical Permit be required? \_\_\_\_\_ Yes \_\_\_\_\_ No

**ELECTRICAL CONTRACTOR:** \_\_\_\_\_  
(Electric permits required, **by a licensed electrical contractor**, if illuminated, flashing lights, or any wiring is being placed for sign.)

**OTHER REMARKS:** (Indicate type of materials sign is made of) \_\_\_\_\_  
\_\_\_\_\_

**DRAWING and/or PLOT PLAN REQUIRED WITH THE FOLLOWING INFORMATION DESIGNATED:**

1. PLOT/SITE PLAN REQUIRED, **DRAWN TO SCALE**, FOR DETACHED FREESTANDING SIGNS, PROJECTING SIGNS, AND ROOF SIGNS
  - a. Legal description of property
  - b. Dimensions of property
  - c. Drawings showing details of construction, including loads, stresses and anchors. Drawings must be sealed by a Missouri registered design professional
  - d. Distance to the closest off-premise sign, measured radial from any portion of the signs, and shown on a survey prepared by a licensed engineer or surveyor in the State of Missouri (this requirement for off-premise signs only)
  - e. Dimensional location of the sign structure adjacent to property lines and easements
  - f. Any easements, storm detention or drainage areas
  - g. Width of right of way
  - h. Sight vision triangle measurements for driveways and intersection corners if sign is within 100 feet of driveway or intersection
  - i. Streets adjacent to sign, elevation of street grade (grade of street nearest sign location)
  - j. Location and distance from other detached sign on the same parcel and/or premise
  - k. Distance to residential zoning district within 25 feet of sign location

2. ELEVATION DRAWING REQUIRED, **DRAWN TO SCALE**, ON WALL SIGNS AND DETACHED SIGNS:
  - a. All dimensions of sign to include structure, lighting, and all extremities
  - b. Drawings showing details of construction, including loads, stresses and anchors. **Drawings must be sealed by a Missouri registered design professional**
  - c. Dimension and height from grade to bottom surface of sign area for detached sign
  - d. Dimension and height from grade to uppermost portion of detached sign
  - e. Dimension from building wall face to face of sign
  - f. Lineal footage of each building wall having frontage on a street
3. AN APPROVED PERMIT FROM THE MISSOURI HIGHWAY AND TRANSPORTATION DEPARTMENT MUST BE SUBMITTED WITH THIS APPLICATION FOR ALL OFF-PREMISE SIGNS.
4. UPON RECEIPT AND REVIEW OF THE APPLICATION AND PLANS, ADDITIONAL INFORMATION NOT STATED ABOVE MAY BE REQUIRED.
5. ALL DETACHED SIGNS REQUIRE A FOOTING INSPECTION **PRIOR TO** THE CONCRETE BEING POURED. INSPECTION MUST BE REQUESTED BY 8:00 A.M. TO RECEIVE A SAME DAY INSPECTION.

**ADMINISTRATIVE RULING #2013-03, EFFECTIVE 02.01.2013**

- All detached sign submittals must be reviewed by City Utilities prior to the issuance of a permit.
- The use of an aerial photograph or aerial map as the site plan will **NOT** be considered an acceptable site plan. Aerial maps or photographs may be used only to reflect the general location and surrounding conditions of the site and the proposed sign location.
- All sign inspections must be requested before 8 AM of the day requested. Sign inspections requested after 8 AM will be placed on the routing for the next day.