

SIGN PERMIT

APPLICATION PROCESS

1. Complete application with the following **REQUIRED** supplemental information:
 - a. **Attachments:**
 - i. location map showing all existing & proposed signs
 - ii. colored rendering of the proposal sign and dimensions (length with height)
 - iii. Photo of facade of building with dimensions (length with height)
 - iv. dimensions of sign (length & width)
 - v. area of all existing proposed signs, including the marquee, if you plan to put a sign in an existing monument tenant sign
 - vi. we will need all components of constructed of durable and adequate material that shall support and retain the dead load of any sign,
 - vii. If the sign is a pole sign, we will need the site location marked for the inspection
 - b. **Other Dimensions if Applicable:**
 - ii. If the building has a parapet, we need the dimensions of the facade of the parapet.
2. Once the application has been completed, a fee of **\$60.00 for each sign** is paid to the Town of Clarksville. Multi-sided signs are considered separate signs and assessed an individual fee for each side.
3. Code Compliance will conduct a compliance field inspection. The inspection is verify the number of the signs (if any) already existing on the property, the linear building front and linear property frontage.
4. The review process may take up to 7 working days to complete. Call (812) 283-1510 to inquire on status of application. If the applicant has been notified of any problems, it is required that you wait until the application has returned to the Permitting Counter to resubmit any correct documents.
5. Once the application has been approved, the sign permit is issued. At that time a fee will be charged for the sign permit. Only checks or cash will be accepted.
6. Call (812) 283-1510 to schedule a final compliance field inspection with the Planning and Zoning Department once the approved sign(s) have been properly installed as described on the application.
7. Incidental signs that have a purpose secondary to the use of the lot and do not commercial message such as "no parking", "entrance" and similar copy are permitted. The maximum height of an incidental sign shall be two and one-half [2 1/2] feet and not exceed six [6] sq. ft. in total area.

Temporary and Seasonal Signs:

1. All approved temporary and seasonal signs are permitted for a period not exceeding **30 consecutive days**.
2. Unless specified otherwise on the submitted application or in accordance with the local ordinance; the date of issuance will serve as the permit effective date.
3. All approved temporary event signs must be removed within 48 hours of its ending time.
4. Inflatable and balloon signs require an Indiana licensed engineer to certify the sign & structure can accommodate live or dead loads, but out tension loads, or combination loads including wind loads, weight of material[s] structural loads or loads such as the weight of snow, ice or other natural phenomena.(Only allowed for certain events)

Penalties

1. Any person, firm, or corporation, or anyone acting in behalf thereof whom shall violate or fail to comply with any of the provision of this Ordinance shall be guilty of a misdemeanor and upon conviction thereof shall be fined not less than \$2500.00.
2. Each day a violation is permitted to exist shall constitute a separate offense.

Telephone Numbers

1. Permitting & Licensing (812) 283-1510
2. Planning Department Reviewer (812) 283-1418
3. Building Commissioner (812) 283-1510 ext. 375



Town of Clarksville

Departments Building & Planning

2000 Broadway Suite 234 • Clarksville, IN 47129
Phone: (812) 283-1510 • Fax: (812) 280-5549

Sign Permit Application

Docket #: _____

PROPERTY INFORMATION

Property Address: _____

City, State, Zip: _____

Business Name: _____

Nature of Business: _____

Is this a new or existing business at this location?

New

Existing

PROPERTY OWNER INFORMATION

Owner Name: _____

Mailing Address: _____

City, State, Zip: _____

Phone Number: _____

If applicant is other than the owner, the owner hereby grants permission for the applicant to act on his/her behalf.

Owner Signature: _____ Date: _____

SIGN CONTRACTOR INFORMATION

Contractor Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

CONTACT PERSON

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Email Address: _____

Who should the issued permit be sent to?

Property Owner

Sign Contractor

Contact Person

I, the undersigned, acknowledges that the information in this application is correct and accurate.

Print Name: _____

Signature: _____ Date: _____

EXISTING CONDITIONS

Are there existing signs on the property?

No

Yes (Photo(s) with dimensions required)

If yes, total square footage: _____

If yes, total number of signs: _____

Building Facade (Photo(s) with dimensions required): Length = _____ Height = _____

PROPOSED SIGN #1 DETAIL - one sign per sign detail section.

Sign Type (select one):

Wall Sign

Distance from building to sign: _____

Will sign cover any wall opening? _____

Does sign extend beyond ends or top of structural wall on which it is attached? _____

Ground Sign/ Monument Sign (Marked location on map required)

What is the setback of the sign? _____

What is the height of the base of sign? _____

If corner lot, is the sign clear of the vision triangle? _____

Canopy Sign

Is sign on face of canopy? _____

Is sign beneath canopy and perpendicular to building? _____

Other Details:

Sign time period:

Permanent Temporary Seasonal

Pole/Pylon (Marked location on map required)

What is the setback of the sign? _____

What is the height of the base of sign? _____

If corner lot, is the sign clear of the vision triangle? _____

Projecting Sign

What is the clearance to grade/sidewalk? _____

What is the distance from building to sign? _____

Will the sign project beyond the wall to which it is attached? _____

If yes, how much? _____

Traffic Directional Sign

Describe: _____

Is the sign illuminated?

No Yes If yes, describe: _____

PROPOSED SIGN #2 DETAIL - one sign per sign detail section.

Sign Type (select one):

Wall Sign

Distance from building to sign: _____

Will sign cover any wall opening? _____

Does sign extend beyond ends or top of structural wall on which it is attached? _____

Ground Sign/ Monument Sign (Marked location on map required)

What is the setback of the sign? _____

What is the height of the base of sign? _____

If corner lot, is the sign clear of the vision triangle? _____

Canopy Sign

Is sign on face of canopy? _____

Is sign beneath canopy and perpendicular to building? _____

Other Details:

Sign time period:

Permanent Temporary Seasonal

Pole/Pylon (Marked location on map required)

What is the setback of the sign? _____

What is the height of the base of sign? _____

If corner lot, is the sign clear of the vision triangle? _____

Projecting Sign

What is the clearance to grade/sidewalk? _____

What is the distance from building to sign? _____

Will the sign project beyond the wall to which it is attached? _____

If yes, how much? _____

Traffic Directional Sign

Describe: _____

Is the sign illuminated?

No Yes If yes, describe: _____



Sign Application Supplemental Form

PROPOSED SIGN # _____ DETAIL - one sign per sign detail section.

Sign Type (select one):

Wall Sign

Distance from building to sign: _____

Will sign cover any wall opening? _____

Does sign extend beyond ends or top of structural wall on which it is attached? _____

Ground Sign

What is the setback of the sign? _____

What is the height of the base of sign? _____

If corner lot, is the sign clear of the vision triangle? _____

Canopy Sign

Is sign on face of canopy? _____

Is sign beneath canopy and perpendicular to building? _____

Other Details:

Sign time period:

Permanent

Temporary

Seasonal

Pole/Pylon or Monument Sign

 (Marked location on map required)

What is the setback of the sign? _____

What is the height of the base of sign? _____

If corner lot, is the sign clear of the vision triangle? _____

Projecting Sign

What is the clearance to grade/sidewalk? _____

What is the distance from building to sign? _____

Will the sign project beyond the wall to which it is attached? _____

If yes, how much? _____

Traffic Directional Sign

Describe: _____

Is the sign illuminated?

No

Yes If yes, describe: _____

PROPOSED SIGN # _____ DETAIL - one sign per sign detail section.

Sign Type (select one):

Wall Sign

Distance from building to sign: _____

Will sign cover any wall opening? _____

Does sign extend beyond ends or top of structural wall on which it is attached? _____

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What is the height of the base of sign? _____

If corner lot, is the sign clear of the vision triangle? _____

Canopy Sign

Is sign on face of canopy? _____

Is sign beneath canopy and perpendicular to building? _____

Other Details:

Sign time period:

Permanent

Temporary

Seasonal

Pole/Pylon or Monument Sign

 (Marked location on map required)

What is the setback of the sign? _____

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If yes, how much? _____

Traffic Directional Sign

Describe: _____

Is the sign illuminated?

No

Yes If yes, describe: _____