

**VILLAGE OF OTTAWA
SIGN PERMIT PRE-APPLICATION FORM**

1. Date of Application: _____
2. Name of Applicant: _____
3. Applicant Address: _____

Phone: # _____

7. Contractor and/or Architect: (name, address, phone)

8. Type of sign: (*see examples below)

9. Address where sign will be placed:

**If applicant is not owner, please provide the name, address and phone # of owner:*

4 Total Cost:
Labor: _____
Material: _____

10. Will sign be placed in a Flood Zone?
_____ Yes _____ No

5. Distance of Sign from Property Lines: (must be at least 10 feet)
_____ North _____ East
_____ South _____ West

11. If a temporary permit is requested, state beginning and ending dates (not to exceed 30 days)
start date: _____
end date: _____

6. Size of Sign:
Length: _____
Width: _____
Height: _____

Fee: \$1.00 per \$1,000 or part thereof of sign cost [\$15 min. \$500 max.]
Temporary: **No Fee**

*** Examples of types of sign: Banner, Building Marker, Canopy, Identification, Incidental, Marquee, Projecting, Residential, Roof, Suspended, Temporary, Wall, Pennant, Inflatable (balloon).**

If a sign requiring a permit under the provision of Ordinance No. 1298 is to be placed, constructed, erected, modified, moved, remodeled, or renovated on a zoned lot, the owner shall secure a sign permit prior to the construction, placement, erection, or modification of such a sign in accordance with the general permit procedure.

An application for construction, creation, or installation of a new sign or for modification of an existing sign shall be accompanied by detailed drawings to show the dimensions, design, structure, and location of each particular sign.

I hereby declare that the above and attached information is correct, and agree in consideration of and upon issuance of a building (sign) permit, to do or allow to be done only such work as herewith applied for and such premises and its existing and proposed buildings and structures shall be used or allowed to be used for such purposes as set forth above. I hereby declare I have been duly authorized to make the above application and agreement.

Applicant Signature

Building/Zoning Coordinator