CITY OF JACKSON

APPLICATION FOR COMMERCIAL SIGN

PROPERTY OWNER:

Name: ________________________________
Address: ________________________________
City: ________________________________
Phone: ________________________________
Email: ________________________________

APPLICANT REPRESENTATIVE:

Name: ________________________________
Address: ________________________________
City: ________________________________
Phone: ________________________________
Email: ________________________________

BUSINESS LOCATION:

Address: ________________________________
APN: ________________________________

REQUIRED ATTACHMENTS:

1. A dimensioned, colored representation of the proposed sign. Identify the outer dimensions of the sign and the size (height) of all letters and logos. The representation should show the proposed color(s) as accurately as possible.
2. An elevation and plot plan of the storefront showing the proposed location of the sign. A clear photograph can substitute for the elevation.
3. For hanging signs – Submit a dimensioned design of the bracket or support for the hanging sign.
4. For businesses with multiple signs (existing or proposed) please provide the dimensions of all signs (including window signs) along with the length of the building with street frontage.
5. For pole mounted signs or signs with illumination, please attach a completed Building Permit Application with drawings showing electrical design, footings, materials, etc.
6. The Sign Permit Application processing fee is $25 unless the proposed signage requires a Building Permit; then the fee will be based on estimated cost of sign construction.

I attest under penalty of perjury to the truth and correctness of all facts, exhibits, maps, and attachments presented with and made a part of this application.

Signed:

Property Owner ________________________________ Date ________________________________
(A property owner’s representative can sign if the property owner provides a consent letter)

FOR OFFICIAL USE ONLY

PLANNING APPROVAL ________________________________ DATE ______

BUILDING OFFICIAL APPROVAL ________________________________ DATE ______

COMMENTS/CONDITIONS ______________________________________

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