



SIGN / BANNER PERMIT APPLICATION

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144

Instruction to Applicant:

- The following information must be completed and submitted to the City Clerk's Office at Columbia City Hall. **This APPLICATION WILL NOT BE ACCEPTED, unless a sketch of the proposed sign/banner and a site plan showing the location of the proposed sign/banner is included with this application.**
- **Fee:** Minimum fee is **\$55.00** for a street graphic permit (sign 40 s.f. or less). There is an additional **\$2.35** fee per s.f. if the sign is over 40 s.f.
- **Temporary Banners:** Please note, temporary banners are allowed to be displayed fourteen (14) days prior to the event, and must be taken down within seven (3) days after the event. **Total size of banner must not exceed 16 s.f.** There is a **\$5.50** fee for a temporary banner; no fee for non-profit groups.
- **If permit is approved:** you will receive a phone call from the City Clerk's Office. The fee will be collected when applicant picks up the approved permit from Columbia City Hall.
- Please allow 7-10 business days for approval process of sign permit application.
- Applicants are encouraged to call (618/281-7144 ext. 105) or visit the office of the building inspector for any assistance needed in completing this form.

1. Applicant: *Staff Use Only - Sign Permit #:* _____

Name: _____ ()
Phone Number

E-mail: _____

Address: _____
No. Street City State Zip Code

2. Proposed interest of applicant:

Owner Contract Purchaser Lessee Other: _____

3. Name of property owner/s (if different than applicant):

Name: _____ ()
Phone Number

Address: _____
No. Street City State Zip Code

4. Location of property where sign/banner will be installed:

Address: _____
No. Street

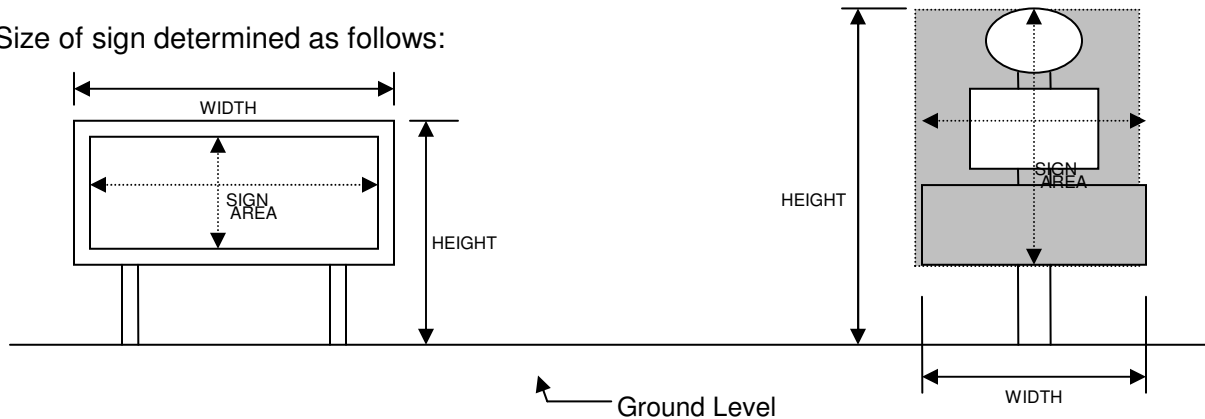
5. Linear measurement of your business (building) storefront: *(includes your business only)*

Feet: _____ Inches: _____

6. Size (measurement) of sign/banner:

Height: _____ X Width: _____ = **Total Sign Area:** _____ **s. f.**

Size of sign determined as follows:



Please note equation for allowable size of requested sign:
 Applicant is allowed one (1) s.f. of sign area for every lineal foot of storefront area. (i.e. – if your business storefront measures twenty (20) lineal feet across, you will be allowed twenty (20) s.f. of “Total Sign Area”. **Banners must not exceed 16 s.f.**

7. Type of Sign (Please place an “X” in each column):

Free Standing *
Projecting *
Wall
Roof (Industrial district only)
Combination
Monument
Banner **
Other:

Business
Real Estate
Identification
Subdivision
Construction
Temporary Event

(specify) _____

8. Illumination of Sign:

Neon, non-flashing
Floodlights
Non-illuminated
Backlight
Other

If illuminated, hours of operation:

From: _____ Until: _____

9. If there is existing signage, specify total s.f. and type of sign:

Total s.f.: _____ Type of sign: _____

10. ** Banner Request Information ONLY:

Date banner to be: Put Up - _____ Taken Down - _____

**THIS BOX MUST BE COMPLETED FOR
FREE STANDING AND PROJECTING SIGNS ONLY.**

Front set back from street or property line: _____ Feet

Side set back from property line: _____ Feet

Notes: _____

Existing Signage: _____ s.f. Street Frontage: _____ Feet

“MANDATORY FOR ALL SIGNS”

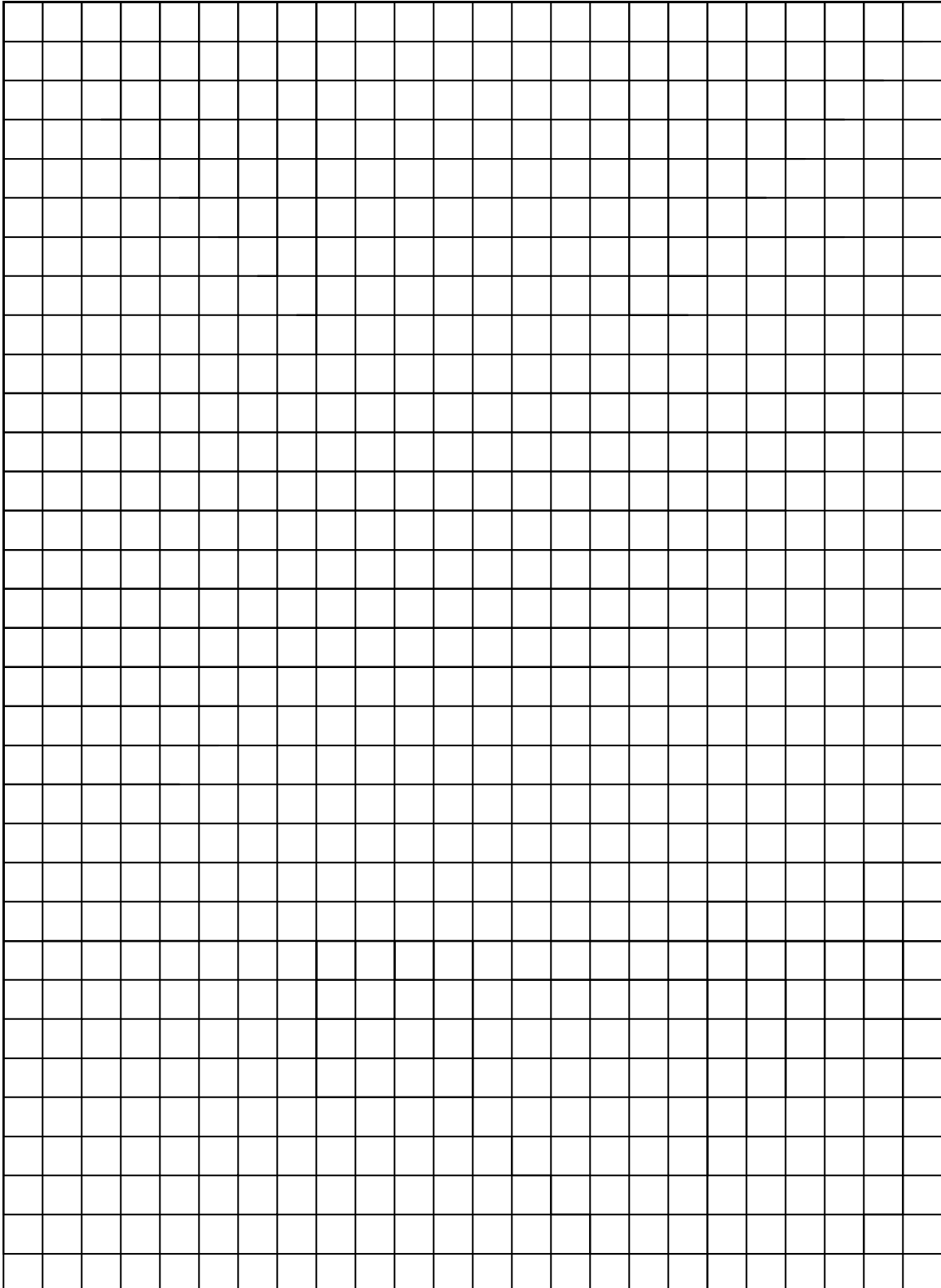
A sketch or picture of proposed sign or banner must be Included with this application before a sign permit will be issued. (A photo copy from your sign company will be accepted.)



“MANDATORY FOR ALL SIGNS”

LOCATION OF SIGN

Please draw a diagram or attach a plan of proposed sign location in relation to buildings and/or lot lines and distances from those property lines and surrounding structures. 1) If requesting a storefront wall or projecting sign, show measurements of storefront and where you wish to display sign; 2) if requesting a window/door sign, please show measurements of window/door and where you wish sign to appear; 3) if requesting a temporary banner/sign, freestanding or monument sign, indicate exact location on property of where sign will be displayed (including street names/ intersection).



N

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant Signature (*Mandatory*)

Property Owner Signature (*Mandatory*)

Date:

Date:

(City Staff Use Only)

Permit Issued

Permit Denied

Reason: _____

Electrical Permit Required: Yes No

Fee: \$ _____

CERTIFICATE OF COMPLIANCE

The plans and specifications submitted with this application are in conformity with the sign regulations applicable to the subject property. Changes in plans or specifications shall not be made without written approval of this office. Failure to comply with the above shall constitute a violation of the sign regulations.

Building & Zoning Department Signature

Date Permit Issued