



CITY OF COLUMBIA SIGN PERMIT APPLICATION GUIDELINES & INSTRUCTIONS

Sign Permit Application Requirements Check List

Applications will not be accepted unless all of the following have been submitted.

- ▶ Submit the following COMPLETED applications/forms & site plans to the Building & Zoning Office:
 - Sign Permit Application (MUST include electrical contractor information, if applies)
 - Site Plan (attached)
 - Please draw a site plan/sign location plan 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 freestanding, freestanding monument sign, freestanding electronic message center or projecting sign indicate exact location on property of where sign will be displayed (including street names/ intersection).
 - Sign Construction Documents
 - Elevations of Sign
 - Lighting Specification Sheet (Electronic Message Centers) (if applicable)

- I have submitted ALL of the above information in its entirety and have ensured all the proper requested signatures have been added. I understand that if I have not, my application will not begin the review process and will be returned to me via email/mail at the address provided.

Sign and return this page with your application
Permit Holder Signature _____ Date _____

Review Process

- ▶ After submitting all completed forms and required documents, the proposed sign is:
 - Reviewed by the building official for zoning compliance so that the location of the sign is within the setback regulations for your property;
 - Reviewed by plan reviewers who will verify proper materials are used and that the City of Columbia Building Codes are enforced.
- ▶ If all requirements are met, permit is approved.
- ▶ Applicant will be informed by City staff of permit status. If approved, you can pick up the approved permit upon fee payment at the City Clerk's Office.
- ▶ Sign construction may be started.

SIGN FAQ's

Where can I find the municipal code for signs?

Visit our website <https://www.columbiaillinois.com/9/Municipal-Code>. You can find the sign in our municipal code under, Title 15 Buildings and Construction > Chapter 15.44 Sign Code.

I am a sign company submitting a permit what do I need to know?

It is very important you review our sign code and ensure you have everything completed properly, not having a clear understanding of the City's sign code restrictions can delay the permit process.

Where can I find a map of my property and what do I need to put on it?

You can review your property by going to

<https://monroecountyil.maps.arcgis.com/home/index.html> and choosing the Parcel Viewer, you can put in address and use provided information as a reference for creating your site. Other areas of reference could be the following:

- Boundary Survey
- Site Survey
- Subdivision Plats
- Development Plans

Do I need a permit for Window or Door Signage?

Yes, you can reference section 15.44.190 of the sign code.

How much is the Sign Permit fee?

Minimum fee is \$55.00 for a sign 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.

Sign Companies submitting sign permits, please review our sign code.

What inspections do I need to have done with my sign permit?

INSPECTION SCHEDULE			
	Type of Inspection	Cost	Sign Type
	Footing	\$75	Freestanding Signs
	Electrical Rough-in Inspection	\$75	Any sign with electric
	Final Electrical Inspection	\$75	Any sign with electric
	Building Final Inspection	\$75	All

Call the Building & Zoning Office at (618) 281-7144 x 105 to schedule inspections. Project Manager and/or Building Permit Holder will be required to be at every inspection listed.

This is a general guide for the Building Permit Application within the City of Columbia, IL. All code requirements are too extensive to list within this guide. For specific questions or further information, please contact the BUILDING & ZONING OFFICE AT (618) 281-7144 ext. 105.



SIGN PERMIT APPLICATION

See Attached Guidelines & Instructions. Visit www.columbiaillinois.com for more details.

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

THIS BOX STAFF USE

Application #		Permit #			
Fee Amount:	Credit Card	Check #		Cash	

A. Location of Sign

Address: _____
Zoning District: _____ Lot #: _____ Lot Size: _____

B. Permit Holder

Sign Contractor _____
Address: _____
Email: _____ Cell Phone #: _____
Project Manager: _____
Email: _____ Cell Phone #: _____

C. Property Owner / Authorized Owner Agent Information

Name: _____
Address: _____
Email: _____ Phone #: _____

D. Electrician – (required for all signs that include electric and must be registered with City)

Business Name: _____
Registration #: _____
Mailing Address: _____
Email: _____ Phone #: _____

E. Sign Details

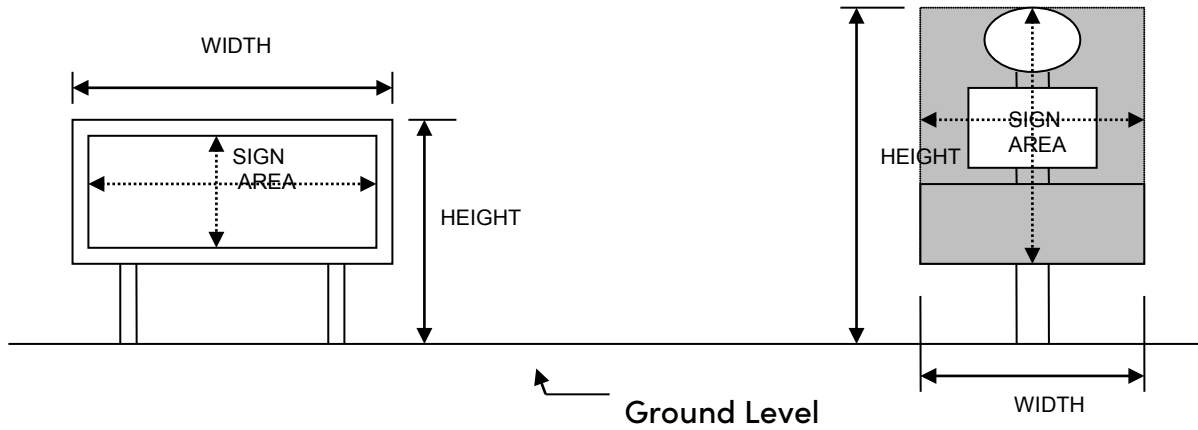
Linear measurement of your business (building) storefront: (includes your business only)

Feet: _____ Inches: _____

Size (measurement) of sign

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

SIZE OF SIGN DETERMINED AS FOLLOWS:



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

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

Please note equation for allowable size of requested sign:
 Applicant is allowed one (1) s.f. of sign area for every linear 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”.

Note: All signs on property go towards the square footage allowed on lot.

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

Freestanding *		Monument Y N (A Monument Sign is a free standing type of sign in which the entire bottom of the sign is generally in contact with or in close proximity to the ground and with a total height not to exceed six (6) feet.)	
Freestanding with Electronic Message Center *			
Projecting *		Roof (Industrial district only)	
Wall		Other:	

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

Front set back from property line: _____ Feet

Side set back from property line: _____ Feet

Notes: _____

Illumination of Sign

Neon, non-flashing
Floodlights
Non-illuminated
Backlight
Other

If illuminated, hours of operation:

From: _____ Until: _____

F. Disclosure & Signatures

The information submitted with this application may be used by the City of Columbia and/or its contractors or consultants. By signing below you certify that you are the owner of record of the named property, or that the proposed work has been authorized by the owner of record and that you have been authorized by the owner to make this application as his/her/their authorized agent. You agree to conform to all applicable laws, statutes, ordinances and codes of this jurisdiction, including those adopted by the City of Columbia. I understand the City assumes no liability and reserves the right to revoke the approved permit due to errors and omissions within this document, submitted site plan and other documents.

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.

Permit Holder – Contractor Signature

Date

Property Owner

Date

Staff Use Below

Comments:

Approved

Denied

Building Official

Date