



SIGN PERMIT APPLICATION

A REVIEW FEE OF \$75.00 IS DUE AT TIME OF SUBMITTAL.

It shall be unlawful for any person to erect or relocate within the county any sign, without first obtaining a sign permit. Signs shall also be subject to the provisions of the electrical code and the permit fees required therein. A permit shall be required for each incidence of temporary sign usage.

REQUIREMENTS FOR SIGN REVIEW APPLICATIONS Complete a separate application (*page 2*) for each proposed sign, and a review fee is required for each application. Please do not include private telephone numbers or private email addresses.

- () Name, address, business telephone number of the applicant, sign owner and land owner;
- () Address of building, structure, or lot to which or upon the sign is to be attached or erected;
- () The sign and the distance of the sign from adjacent buildings, structures, property lines, other signs and any other measurements as may be required.
- () Drawings of the plans, specifications, and method of construction and attachment to the building or ground for the sign, as well as a scale drawing of the site showing drives, structures, and any other limiting site features as well as drawings showing the relation of the road grade of the adjoining road to which the sign face is perpendicular to the base of the sign;
- () Name of person, firm, corporation or association erecting the structure; and
- () A plat, with street right of way lines, showing the sign location upon the premises.
- () The type of sign
- () The value of the sign
- () The square foot area per sign and the aggregate square foot area if there is more than one sign face.
- () Written consent of the owner, or his agent, granting permission of which the subject sign will be located

Banners : Banners each with a maximum size of 32-square feet are not to exceed three (3) on any given lot. Banners must be displayed a minimum of 10 feet from the right-of-way. Banners are allowed to be displayed for up to seven (7) consecutive days. No banner permit shall be issued for the same lot at less than four-month intervals. A contractor is not required for a banner permit.

Additional Requirements for Wall Signs: Only one wall sign shall be permitted per tenant wall.

Additional Requirements for Monument Sign: Monument Sign base and sign structure shall be constructed of materials such as brick or stone, consistent with the architecture and exterior treatment of the building. Commercial plan review is required for a monument wall with signage ; details with footing design, are required.

Clearly delineate the right-of-way prior to scheduling inspections.

Please review the Dawson County Sign Ordinance found on the department web page.

All sign permit application must be submitted through the portal.

DETAILS OF PROPOSED SIGN OR MODIFICATION OF EXISTING SIGN:

Please provide a separate copy of this page for each sign. Sign # ____ of ____

Sign Text/Project Name: Address of proposed sign:

Directions to property from nearest major intersection (REQUIRED):

Total square feet of sign face for proposed sign: Identify the aggregate square feet of sign face for **all signs** on the property: (Applications within **planned centers** can exclude signs that are physically attached to other suites within the planned center)Gross building space for this tenant

Linear feet of road frontage :

Building Facade:

Additional Information regarding building or center:

Is this a single tenant building? :

Will the sign have lighting? ☐ **NO** ☐ Internal Lighting ☐ External LightingIs this a new business in Dawson County? Yes ☐ No ☐Will the sign utilize an existing branch circuit? Yes ☐ No ☐Will the sign include the installation of underground electrical power? Yes ☐ No ☐Will the sign include the installation of an electrical service meter? Yes ☐ No ☐

Dawson County staff will verify building code compliance during the plan review of monument signs and during the required field inspections for all signs.

Value of proposed sign or of the modification to existing sign: **BUILDING PERMIT:**Copy of **Public Liability Insurance Certificate** Required at time of permit ; affidavit for contractors Business License.

Once this application (plans and graphics) is reviewed for conformance with the Sign Ordinance and the Land Use Code the application/design will be reviewed for building code compliance.

FOR ANY MONUMENT SIGN OR ANY SIGN CONNECTED TO ELECTRICAL POWER, IT IS A VIOLATION TO WORK WITHOUT FIRST OBTAINING A BUILDING PERMIT.**LICENSED CONTRACTORS ARE REQUIRED FOR INSTALLATION.**