

SIGN

PERMIT APPLICATION

Columbus/Bartholomew County

Department of Technical Code Enforcement

Instructions: Print all information in ink. Failure to provide requested information might delay the processing of this application. For assistance call 812-379-1535.

Location of proposed sign installation:

Address: _____
Number N-S-E-W Street Name City

Lot #/ Subdivision: _____
Lot # Subdivision

Owner/Occupant of above location:

Name: _____
Last First Middle Initial

Address: _____
Number N-S-E-W Street name Apt #

City State Zip Code

Telephone: (____) _____

Sign Contractor responsible for this Permit:

Company Name: _____

Contact Person: _____

Company Address: _____

Registration #: _____ E-mail: _____

Phone #: (____) _____ (____)/(____) _____ (____)

Business Name as found on ZCC:

I, hereby, certify that I have the authority to make the foregoing application, that all accompanying documents (plans and drawings) are accurate and correct; AND that A sign-off sheet will be submitted prior to any electrical work being done. [If work is done before sign-off is submitted to this office a minimum fine of \$100.00 will be assessed the responsible party.] I further certify that the sign(s) installed will be in compliance with the Zoning Ordinances and Building Codes of the City of Columbus and Bartholomew County and the Zoning Compliance Certificate issued for the sign(s) by the Columbus/Bartholomew County Planning Department.

Signature of Owner/Occupant _____

Signature of Contractor _____

Date _____

For Office Use Only

Application #: _____

Permit #: _____ Fee: \$ _____

Township: _____

Map & Parcel #: _____

Subdivision: _____

ZCC: _____ Zoning: _____

Released: _____ Denied: _____

Date: ____/____/____ Received by: _____

Type of Sign to be installed:

Wall Sign _____ h x _____ w

Pylon Sign
Total height from grade _____ feet

Sign Dimensions _____ h x _____ w

Monument Sign _____ h x _____ w

Directional Sign _____ h x _____ w

Temporary Sign _____ h x _____ w

Additional Information:

1. Sign material: _____

2. Will any electrical work be done?

Yes

No

3. Type of illumination (circle appropriate type)

Internal External Both

Proposed Electrical Sub-Contractor:

Name: _____

Lic #: _____

(sign-off sheet must still be submitted)

Value of proposed Sign(s): \$ _____

Total number of signs: _____

Total Fee: _____ # X \$60.00 ea. = \$ _____ .00



COLUMBUS/BARTHOLOMEW
Department of Technical Code Enforcement
440 Third St., Room 302 • Columbus, IN 47201

NOTICE

ALL SIGN PERMITS REQUIRE AN INSPECTION. PLEASE CALL THE OFFICE AT 812-379-1535 WHEN THE SIGN WORK IS COMPLETE AND REQUEST A FINAL INSPECTION. THE PERMIT NUMBER WILL BE NEEDED TO REQUEST THE INSPECTION. THANK YOU FOR YOUR COOPERATION.



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NOTICE

Date: January 24, 2007

To: Sign Permit Applicants

Re: Information Required for Sign Permits

The following information is required to be submitted to obtain a sign permit:

- A sign permit application with all information completed including signatures.
- Copies of the same information that was provided to the Planning Department to obtain the Zoning Compliance Certificate. This should include drawings, dimensions, location, etc. of the approved sign or signs. A site plan (the same as was submitted to Planning) is required for all new freestanding signs.
- Electrical information must be completed on the permit application and an electrician sign-off sheet submitted if electrical work is to be done. This would be required if a new electrical circuit were being installed to the sign. Connecting a sign to an existing properly installed electrical sign circuit would not require a licensed electrician.

This information is necessary to properly issue the permit and to do an inspection of the completed signs. Please contact the Code Enforcement staff if there are questions regarding any of this information.

