



# BUILDING MOUNTED SIGN PERMIT APPLICATION

\$50.00 Application Fee per Sign

**1** **CHECKLIST:**

\_\_\_ Applicant has reviewed Article IX of the [Municipal Code](#) for all applicable sign regulations

\_\_\_ Attached drawings show height, width and square footage of sign; and height of the sign letters

\_\_\_ Drawings shall show the height, width and square footage of the building elevation;  
*\*If located in a multi-tenant building or shopping center, applicant must submit a drawing depicting the entire building, including all existing signs located on the entire building façade.*

\_\_\_ Approval: *Owner/Landlord agrees that if the sign is in need of repair or if the building becomes vacated, owner shall repair, replace or remove the sign at the owner's expense.*

**2** **APPLICANT:**

Name: \_\_\_\_\_ of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**3** **Legal Description:** \_\_\_\_\_

**Total Square footage of building:** \_\_\_\_\_ **Square footage of unit:** \_\_\_\_\_

**Valuation of Sign:**

**Sign:** Width \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet

**Wall:** Width \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ Total Square Feet

**Letter Height(s):** \_\_\_\_\_

**Number of Signs Existing on this Wall:** \_\_\_\_\_

**Sign Location (building elevation):** \_\_\_\_\_

**Sign Materials:** \_\_\_\_\_

**Illumination Type:** \_\_\_\_\_

**4** **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

(Please email completed application and materials to [planningtechs@windsorgov.com](mailto:planningtechs@windsorgov.com))

Office Use Only		
ZONING:	TENANT CLASS. (SEC 16-2-20):	LANDLORD APPROVAL:
SUBAREA:	SQ.FT. OF BUILDING:	TOTAL LETTER HEIGHT(S):
STREET CLASS.:	TOTAL SIGN HEIGHT:	REVIEWER:

