CITY OF HUGO EST. 1906

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Sign Permit

Property Type:	☐ Commercial IBC Residential ☐ Commercial Building ☐ Commercial Other
Construction Type:	☐ New ☐ Alteration ☐ Replacement
Job Site Address:	Street Number Street Name Unit Parcel ID Lot Block Subdivision
Applicant Type:	☐ Contractor ☐ Owner
Contractor Detail:	Company Name Contact First Name Mobile/Text # Contact Last Name Office Phone # Street Number Street Name Unit City State Zip Contact Email License Number
Owner Detail:	Owner First Name Mobile/Text # Owner Last Name Other Phone # Email Street Number Street Name Unit City State Zip
Project Summary:	
Sign Status:	☐ Permanent ☐ Temporary – Expected Installation Date Removal Date
Type of Sign:	☐ Wall Mounted ☐ Monument ☐ Pylon/Banner ☐ Portable
Illumination:	☐ Internal ☐ External - Cast ☐ No Illumination
Electronic Message Center:	☐ Single/Multi Line Scroll ☐ Animated Panels
Location:	Will sign be located in public drainage or utility easement? ☐ Yes ☐ No If existing, is sign being relocated? ☐ Yes ☐ No
Required Documents:	Detailed design drawings including: • Sign Length and width • Letter Depth • Total Area square feet • Logo Area square feet and percentage of sign coverage • Electronic Message Center and percentage of sign coverage • Wall Sign – Provide Total Wall Area square footage, percent covered by sign, and building elevation (N,S,E,W) • Wall Sign – Elevation drawing to scale of entire wall with accurate size and placement of sign • Accurate site plan showing location of Monument, Pylon/Banner, or Portable Banner • Monument or Pylon Sign – Total Height above grade • Sign Wording • Sign facing material • Materials used for construction • Structural design - Engineering may be required • Wall anchorage detail – Engineering may be required
Valuation:	Estimated Value of Labor and Materials ☛ $

OFFICE USE ONLY

NOTES:

Permit Charges:		Total Permit Cost:	
Calculated Value:	$	Technology Fee:	$2.00
Permit Fee:	$	**Total Charge:**	$
State Surcharge:	$	Permit No.:	
Plan Check Fee:	$	Date Rec'd:	