

Huntington Countywide  
 Department of Community Development  
 201 N. Jefferson Street, Room 204  
 Huntington, IN 46750  
 Ph: (260) 358-4840 Fax: (260) 355-2313  
 www.huntington.in.us

# SIGN PERMIT

## IMPROVEMENT LOCATION PERMIT

DATE APPLIED: \_\_\_\_\_ PERMIT NO: \_\_\_\_\_  
 DATE ISSUED: \_\_\_\_\_ RECEIPT NO: \_\_\_\_\_

Department Use Only

Parcel #: \_\_\_\_\_ Township: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Section/Phase: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of Sign Installation Activity: \_\_\_\_\_

P R O P E R T Y	O W N E R	Name: _____
		Mailing Address: _____
		City/State/Zip Code: _____ Ph: _____

**Individual / Contractor Responsible for Sign Installation:**

Sign Contractor: \_\_\_\_\_  
Name Address Phone

**Type of Work:**  New Sign  Sign Relocation (moving existing sign)  Sign Alteration (change in sign structure or size)

**Sign Classification:**  On-Premise  Off-Premise  Billboard  Temporary  Mobile **Changeable Copy:**  Yes  No

**Sign Type:**  Directional  Directory  Ground  Pole  Projecting  Roof  Subdivision  Wall

**Sign Animation:**  Static (non-animated)  Dynamic (e.x. video screen or LED) **Sign Material:** \_\_\_\_\_

**Sign Height:** \_\_\_\_\_' - \_\_\_\_\_" (at tallest point vertically) **Sign Size:** \_\_\_\_\_ X \_\_\_\_\_ (\_\_\_\_\_ Sq. Ft.)

**Sign Lighting:**  Internal/Backlit  Spot/Direction lighting  Not Illuminated **Installation Date:** \_\_\_\_\_

**Existing Signs (list all other signs (except directional signs) currently installed on the property, use a separate sheet if necessary):**

Qty	Sign Classification	Sign Type	Sign Material	Sign Size (sq. ft.)
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____

*I hereby certify that I have the authority to make the foregoing application; that the application and accompanying plans/documentation are correct; and that the Department is hereby authorized to enter the premises to perform required inspections. I further acknowledge that the violation of applicable codes and ordinances may result in the assessment of fines and penalties.*

Department Use Only

**Permit Fee**

Permit Fee: \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_  
 Total Fees: \$ \_\_\_\_\_

\_\_\_\_\_  
 Applicant Signature Printed Name Date

Approved by:

\_\_\_\_\_  
 Department Representative Date

Comments/Conditions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THE FOLLOWING INFORMATION, IF APPLICABLE, MUST BE SUBMITTED WITH THE SIGN PERMIT/IMPROVEMENT LOCATION PERMIT APPLICATION:**

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1. Note: One Sign Permit application is required for each sign to be installed.
2. A line or detailed drawing of the sign, including a front and side profile.
3. For building mounted signs (wall, projecting, roof, etc), an elevation showing:
  - a. All existing signs currently installed on the property
  - b. The proposed location of the sign on the structure
  - c. The length, width, depth, height, and overall size of the proposed sign, including any vertical clearances required
  - d. The distance, if any that the sign projects off of the structure, including any projecting into any right of way
  - e. All property lines and dimensions
  - f. All streets, alleys, and other rights-of-way adjacent to the site
  - g. The location of all recorded easements
4. For freestanding signs (ground, pole, etc), a site plan showing:
  - a. All existing signs currently installed on the property
  - b. The proposed location of the sign on the property
  - c. The length, width, depth, height, and overall size of the proposed sign, including any vertical clearances required
  - d. The setback distance from the sign (at any point) to all property lines
  - e. All property lines and dimensions
  - f. All streets, alleys, and other rights-of-way adjacent to the site
  - g. The location of all recorded easements

**PLEASE NOTE THE FOLLOWING REQUIREMENTS WHICH MAY APPLY:**

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1. All ground signs and pole/freestanding signs (with less than 8 feet of vertical clearance) are prohibited from being located within any sight visibility triangle or corner vision clearance area. This restricted area is formed at the corner of a property where any two rights-of-way (including alleys) intersect. Please consult the Zoning Ordinance for more information on this requirement.
2. If the sign is to be illuminated and no existing power source is present, an Electrical Permit may be required. Electrical permits may only be obtained by an electrician licensed by the Department.

**IMPORTANT INSPECTION INFORMATION**

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1. Formal scheduled inspections are not required in conjunction with a Sign Permit.

**THE ISSUANCE OF A PERMIT SHALL NOT AUTHORIZE THE VIOLATION OF ANY PROVISION OF THE BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, ZONING CODE, OR ANY OTHER APPLICABLE CODE OR REGULATION.**