City of Washington, Missouri
Department of Planning and Engineering Services
405 Jefferson Street • Washington, MO 63090
636.390.1010 phone • 636.239.4649 fax

SIGN PERMIT APPLICATION

Permit Fee: $_____ Permit # _____ Date: _____

Address of sign: _____

Sign Message: _____

Business Owner's Name: _____ Phone: _____

Address: _____

Applicant Name: _____Phone: _____

Applicant address: _____

Property Owner's Name: _____ Phone: _____

Sign Company's Name: _____ Phone: _____

Address: _____

Type of Sign: Ground ☐ Pole ☐ Building ☐ Other ☐ *Specify*_____

Estimated Cost of Project: $_____

Size of Sign: Horizontally: _____ Vertically: _____ Total Area: _____(Sq. Ft.)

Height of Sign: From grade to top of the sign: _____ Zoning District: _____

Required Dimensions: Building face area: _____(Sq. Ft.) Street Frontage: _____

Please submit the following for each sign permit application:

Two (2) drawings of sign plans including:

- Sign message
- Specifications of sign
- Method of construction and attachment to the building or ground
- Written consent of property owner(s)
- For electrical signs, submit electrical drawings

Applicant Signature _____ Date: _____

FOR OFFICE USE ONLY

APPROVED BY: _____ DATE: _____

☐ SIGN: $_____ ☐ ELECTRIC: $_____ ☐ TOTAL: $_____

DATE ISSUED: _____ PROCESSED BY: _____