



SIGN PERMIT APPLICATION

All permit applications must be submitted with a (one) set of complete building drawings and a plot plans showing the location of the structure from the property lines. Approved plans and permit must be on the job site and accessible to the inspector. Payments not accepted at time of permit submittal. Payment due after permit has been approved. Checks made payable to the City of Delaware. In addition to this sign permit, commercial fees and inspections are required for all freestanding signs, illuminated signs and all wall signs larger than 10 square feet. All signs can be put on one application. Contractor must be registered before you can apply for a permit.

Project Address _____

Name of Project(business name) _____

Contact Name(when permit is ready) _____ **Phone** _____ **Email** _____

Contractor _____ **Phone** _____

Owner of property _____ **Phone** _____ **Email** _____

Lineal feet of front of building/storefront _____ Window area square feet(window sign only) _____

How many signs total: _____ **ENTER BELOW A NUMBER OF HOW MANY SIGNS YOU ARE APPLYING FOR EACH TYPE:**
Freestanding _____ Wall _____ Projecting _____ Other _____

Temporary (banner, window, construction/development)how many? _____ Proposed dates _____ Which type _____

Proposed sign text _____

Size (ht/w) _____ Total square feet _____ Cost of construction \$ _____ Colors _____

Description of work _____

The undersigned is either the property owner or a duly authorized agent of the property owner and do hereby verify the truth and correctness of all facts and information presented with this application and authorize on-site inspections by City Staff.

Owner or Authorized Agent _____ **Date** _____

Planning/Zoning _____ **Date** _____

CBO (if commercial fees apply) _____ **Date** _____

Potential Fees:

Zoning:

- Temporary Signs \$25.00 per sign
- Permanent Signs \$25.00 per sign plus \$0.75 per square foot
- Historic District \$50.00 application fee – COA application required in addition to sign permit