

Sign Permit

Zoning Requirements – Verifying the zoning requirements for your project before deciding to build is a requirement. Kirksville has 20 separate zoning districts, each with minimum lot size, building height, setback, parking, landscaping, and other requirements. A handbook with both the Zoning Map and Zoning Ordinances is available for purchase from the Codes Department, or can be accessed online at our website for free on the Zoning Information page located at <https://www.kirksville.gov/p/zoning-information>. Any questions can be directed to the City Planner at 660.627.1272.

Submission Requirements – Electronic stamps and signatures are accepted for all required submissions.

1. Sign permit application
2. Plans
 - a. Structural calculations or other substantiation of structural performance
 - b. General specifications
3. Site plan or building elevation showing:
 - a. Sign location and dimensions
 - b. Location and type of any existing signage
 - c. Address
 - d. Owner
 - e. Graphics on sign
 - f. Applicable electrical plans & specifications

Fees – Permit fees are due at the time the building permit is issued. For current Permit Fees, please refer to our website and the Exhibit A – Fee Schedule. Any questions can be directed to the Administrative Specialist at 660.627.1272.

Review Time – After all applications and plans have been received, the Plan Review Team will begin the review process. This process generally takes 2-4 business days. After the review, you will be contacted regarding the results of the review.

Contractor licensing – All general and sub-contractors are required to have a current Kirksville Business License. To obtain a business license, contact the Business License Clerk in the Finance Department at 660.627.1251. Contractor licenses will be verified by City staff prior to issuing a building permit.

Inspections – Contact the Codes & Planning office at 660.627.1272 to schedule an inspection. Failure to request a required inspection could result in project modifications or fines at the owner's expense. No work should begin or inspection completed until required permits have been obtained.

****Electronic plans and application can be submitted to sray@kirksville.gov.**



Sign Permit Application

Date: _____

Construction Value: \$ _____

APPLICANT INFORMATION

☐ Owner ☐ Sign Contractor

Name: _____

Address: _____

Phone: _____

E-mail: _____

Sign Contractor: _____

Electrical Contractor: _____

LOCATION OF SIGN INSTALLATION

Business Name: _____

Business Address: _____

Business Phone: _____

EXISTING SIGNS

Are there existing signs on the property? ☐ Yes ☐ No Total # of existing signs: _____

Type(s) of existing signs (see below): _____

Is this a repair or replacement of an existing sign structure or facing on the property? ☐ Yes ☐ No

Describe: _____

ELECTRICAL

How will the sign be illuminated? Attach 1 copy of the electrical details.

☐ Non-illuminated ☐ Illuminated from an internal source ☐ Electronic Message Center

☐ Flashing Sign ☐ Illuminated by separate ground lighting

NEW SIGNS OR SIGN TO BE REPAIRED – *check all that apply*

☐ **Pole:** A freestanding sign supported upon the ground by poles or columns.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Overall sign height: _____ ft. Clearance between sign and ground: _____ ft.

Attach: - 1 copy of a drawing of the sign showing dimensions & construction specifications

- 1 copy of a site plan showing sign dimensions, location and setbacks from property lines

☐ **Pylon:** A freestanding sign with 3 or more sign faces forming a closed shape.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Overall sign height: _____ ft. Clearance between sign and ground: _____ ft.

Attach: - 1 copy of a drawing of the sign showing dimensions & construction specifications

- 1 copy of a site plan showing sign dimensions, location and setbacks from property lines



☐ **Ground Mounted:** A freestanding sign whose bottom edge of advertising is less than 24" above finish grade.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Overall sign height: _____ ft. Clearance between sign and ground: _____ ft.

Attach: - 1 copy of a drawing of the sign showing dimensions & construction specifications

- 1 copy of a site plan showing sign dimensions, location and setbacks from property lines

☐ **Wall Sign:** A sign painted on, attached to, or erected against the wall with the exposed face parallel to the wall.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Wall dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Attach: - 1 copy of a drawing or picture of the sign and where it will be installed on the building

- Label all dimensions of the signs and the wall

- State how the sign will be installed

☐ **Roof Sign:** A sign erected on a roof, including a mansard-type roof, or above a parapet wall. This type of sign cannot exceed above the highest point of the roof.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Attach: - 1 copy of a drawing or picture of the sign and where it will be installed on the roof

- Label all dimensions of the signs and the roof

- State how the sign will be installed

☐ **Projected Sign:** A sign attached perpendicular to and projecting from the wall of a building.

Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Clearance between the sign and the ground: _____ ft.

Distance between the leading edge of the sign and the street curb: _____ ft.

Is the projecting sign being installed as an awning? ☐ Yes ☐ No

Attach: - 1 copy of a drawing or picture of the sign and where it will be installed on the building

- Label all dimensions for the sign and the wall and the distance to the street curb

- State how the sign will be installed

I hereby certify the proposed work is authorized by the owner of record and that I have been authorized by the owner to make the application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction and acknowledge the application of Chapter 6 Buildings and Building Regulations of the Code of City Ordinances to all construction in Kirksville, and specifically acknowledge that setback requirements apply to all construction within the City. As the undersigned, I have the responsibility to investigate and ensure compliance with all city regulations and understand failure to do so may result in the issuance of a citation; refusal to issue a certificate of occupancy; rejection of requested permit; secure future permits; any combination thereof.

In addition to other possible required inspections, I acknowledge that a footing inspection is required for all ground mounted and freestanding signs.

Applicant Name (Please Print)

Signature of Applicant

Date