

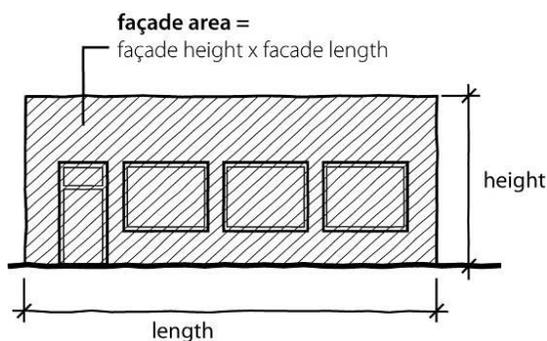
# City of Independence

## Permit Application for Permanent Signs Instructions

- The following requirements are from the Unified Development Ordinance (UDO) Section 14-504. For complete sign requirements please refer to the UDO.
- All sign companies erecting signs in the City of Independence must have a valid business license from the City.
- Any sign, other advertising structure, marquee, canopy or awning must be designed and constructed to withstand a wind pressure and dead loads as required in the International Building Code and/or other ordinances adopted by the City of Independence.

Wall Signs, Awning, Projecting Signs and Canopy Signs: The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, lighting and type of sign.



- Building elevation(s) showing: building width, building height, façade area and the exact sign location(s). All information should be submitted with enough detail to be reviewed. Façade area should be calculated as shown.
- A picture of the wall where the sign is to be affixed should be submitted.

**Freestanding Signs, Monument Signs, Pole Signs, Subdivision Entrance Signs and Directional Signs:** The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, lighting and type of sign.
- Site plan indicating the building, parking areas and street right-of-way as well as the proposed sign with dimensions to all property lines. All information should be submitted with enough detail to be reviewed.

The following regulations apply to freestanding signs:

- Signs are not permitted in the right-of-way.
- Landscape material must be installed around the base of the freestanding sign consisting of shrubs, flowers, and/or ground cover. The required landscaping area must be a minimum of 3 feet wide on all sides of the sign base.

# City of Independence

## SIGN PERMIT APPLICATION

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**PROJECT AND APPLICANT INFORMATION (PLEASE PRINT)**

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Project Business Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

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**TYPE OF SIGN CONSTRUCTION**

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New Wall Sign – \$125

New Monument, Pole or Directional Sign – \$195

Reface Existing Sign – \$50

Replace Existing Sign – \$125

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**TYPE OF SIGN**

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**Wall, Awning, Projecting or Canopy Sign**

Sign Width: \_\_\_\_\_ feet    Sign Length: \_\_\_\_\_ feet    Sign Area: \_\_\_\_\_ sq ft

Wall Height: \_\_\_\_\_ feet    Wall Length: \_\_\_\_\_ feet    Wall Area: \_\_\_\_\_ sq ft

Building Elevation:     North     South     East     West

**Monument, Pole Sign (Western Independence only), Directional**

Sign Width: \_\_\_\_\_ feet    Sign Length: \_\_\_\_\_ feet    Sign Area: \_\_\_\_\_ sq ft

Height from ground to top of sign: \_\_\_\_\_ feet    Distance from street right-of-way: \_\_\_\_\_ feet

Distance from side property line: \_\_\_\_\_ feet

Landscaping Plan Provided:     Yes     No

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**ILLUMINATION**

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Illuminated\*

Non-Illuminated

\*The installation of wiring or other electrical apparatus shall be done by a licensed electrical contractor, including the replacement or maintenance involving disconnection/reconnection of wiring. Electrical signage and outline lighting shall be installed as per Article 600 of the 2011 National Electric Code.

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**APPLICANT**

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The applicant understands that this permit is issued only for the work described herein and included in the accompanying plans and specifications.

\_\_\_\_\_  
Applicant/Contact

\_\_\_\_\_  
Date