



201 W. Main St. • P.O. Box 68 • Warsaw, Mo. 65355  
 Phone: (660) 438-5522; Fax: (660) 438-7142  
 welcometowarsaw.com

Date of Application: \_\_\_\_\_

## SIGN PERMIT APPLICATION

City of Warsaw Ordinance No. 2005-5, Chapter 407 Signs • Article II- Permits - Section 407.050-Permit Required

*No sign shall be erected, constructed, or altered until a permit has been issued by the building inspector.*

*The permit application shall be signed by the applicant, and when the applicant is any person other than the owner of the property, the permit application shall also be signed by the owner of the property, or their agent or lessee.*

**Applicant Information:**

Building Name: \_\_\_\_\_ Owner Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
Street City State Zip

Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_  
 Email: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Sign Permit Fees:**

TOTAL VALUATION FEE:  
 \$0.00 TO \$1,000.00 .....\$25.00

PLUS \$4.50 PER EACH ADDITIONAL \$1,000.00 OF VALUATION  
 MINIMUM PERMIT FEE.....\$25.00

**Sign Information (Check all that apply):**

<b>Condition:</b> <input type="checkbox"/> New/Permanent <input type="checkbox"/> Temporary: Code 407.080-#9 <input type="checkbox"/> Illuminated/Digital <input type="checkbox"/> Illuminated/Digital – Contractor Installation <small>Contractor must obtain a City business license.</small>	<b>Material:</b> <input type="checkbox"/> Metal <input type="checkbox"/> Wood <input type="checkbox"/> Vinyl <input type="checkbox"/> Other: _____	<b>Size:</b> Length: _____ ft. Width: _____ ft. Height: _____ ft.
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**Type:**

<input type="checkbox"/> Roof Sign	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Pole Sign
<input type="checkbox"/> Marquee Sign	<input type="checkbox"/> Projecting Sign	<input type="checkbox"/> Billboard Banner Sign
<input type="checkbox"/> Electrically Energized Sign	<input type="checkbox"/> Outdoor Advertising Sign	<input type="checkbox"/> Ground Sign
<input type="checkbox"/> Free Standing Sing	<input type="checkbox"/> Banner	<input type="checkbox"/> Other: _____

**Description of Sign (include wording, logo, etc.):**  
 Use back of application if needed to draw replica of sign or to attach photos, documents, etc.

**Sign Cost (includes: materials, set-up, construction, etc.):** \$ \_\_\_\_\_

*I, the undersigned, certify that the statements/information made within this application, as well as any other supporting documents, is complete, true, and correct to the best of my knowledge. I further understand that granting this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction, or the performance of construction.*

<i>Signature</i> _____	<i>Date</i> _____
<b>OFFICE STAFF:</b>	
Received By: _____	Date: _____
Amount Received: \$ _____	Receipt #: _____
CASH CHECK _____ CARD	
<b>BUILDING INSPECTOR:</b>	
Signature of Approval: _____	Date: _____