



Sign Permit Application

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OFFICE USE ONLY

PLAN CASE # _____

Updated: Feb. 13, 2020

PROJECT LOCATION INFORMATION

Business or Occupant Name	Number of Signs
Business License Number	Temporary Signs _____
Project Address	Permanent Signs _____
	Digital Sign _____
	Reface of Existing Sign _____

APPLICANT INFORMATION

Applicant Name	Business Name		
Address	City	State	Zip
Email	Phone	Fax	

By signing below, I agree to allow the City of Blue Springs to copy and distribute all project plans, materials, and information and post on the City of Blue Springs website as necessary for the project approval process including public hearings. I certify that the above listed information and the accompanying materials are accurate.

Applicant Signature	Date
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CONTRACTOR INFORMATION

Contractor Name	Business Name	Business License Number	
Address	City	State	Zip
Email	Phone	Fax	

PROPERTY OWNER INFORMATION

Property Owner Name			
Address	City	State	Zip
Email	Phone	Fax	

I declare, under penalty of perjury, that in applying for this application, I am the owner of this property and that the statements herein and all information herewith submitted are, to the best of my knowledge and belief, true and correct. With the signing and submittal of this application, I authorize the City of Blue Springs to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by City Council, Boards & Commissions, and City Staff. I hereby certify that all signs or structures proposed shall be designed and constructed in conformance with all applicable sections of the International Building Code, National Electrical Code, and the Code of Ordinances of the City of Blue Springs. I acknowledge that I am solely responsible for investigating and ensuring compliance with these regulations.

Property Owner Signature	Date
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REQUIRED DOCUMENTS CHECKLIST All Signage must comply with CHAPTER 501 (SIGN CODE)

TEMPORARY SIGN

- Type of Temporary Sign (*Choose One*)
 - Ground-Mounted (4 permits per property / year)
 - Ground Banner (48 sq. ft. max for 30-days); OR
 - Feather Flags (Whichever is less, 10 flags or 65 ft. of total flag height, for 30-days)
 - Building-Mounted (4 permits per business / year)
 - Building Banner (48 sq. ft. max. for 30-days); OR
 - Semi-Permanent Banner (One 365-day permit, only allowed for a new business w/out any signage)
- Duration of Display:
From _____ to _____
- Site Plan w/ Sign Location
- Sign Rendering w/ Mounting Method, Sign Material, Dimensions, & Total Area

PERMANENT SIGN

- Building Permit for new Electrical Work & Foundations
- Site Plan w/ Sign Location, Setbacks, & Dimensions
- Wall Elevations w/ Dimensions, Area, & Sign Location
- Sign Rendering w/ Dimensions, Sign Area, Sign Material, Sign Mounting & Structural Details
- Landscape Plan (*required for Monument Signs*)
- Electrical Signs must be certified by a Nationally Recognized Testing Laboratory agency, such as U.L. Listing or similar.

REFACE OF EXISTING SIGN – CHANGE OF FACE

- Site Plan w/ Sign Location
- Wall Elevations w/ Sign Location
- Sign Rendering w/ Dimensions, Sign Area, & Sign Material

DIGITAL SIGNS

- Building Permit for new Electrical Work & Foundations
- Site Plan w/ Sign Location, Setbacks, & Dimensions
- Wall Elevations w/ Dimensions, Area, & Sign Location
- Sign Rendering w/ Dimensions, Sign Area, Sign Material, Sign Mounting & Structural Details
- Landscape Plan (*required for Monument Signs*)
- Electrical Signs certified by a Nationally Recognized Testing Laboratory agency, such as U.L. Listing or similar
- Photometric Plan
- Statement from Sign Operator providing the following:
 - Max. Intensity Levels (NITS) to be set for day & night;
 - Min. Length of Time each Message is Static (seconds);
 - Max. Transition Time between Messages (seconds);
 - Method of Transition between Messages.
- Proof from Manufacturer showing the following:
 - Sign equipped with built-in automatic dimmer control;
 - Sign equipped to freeze in 1 position in the event of a malfunction.

BILLBOARDS & DIGITAL BILLBOARDS

- Conditional Use Permit
- Letter of Approval from MoDOT (if required)
- Building Permit for new Electrical Work & Foundations
- Site Plan w/ Sign Location, Setbacks, & Dimensions
- Distance to I-70, Residential Use, & Other Billboards
- Sign Rendering w/ Dimensions, Sign Area, Sign Material, Sign Mounting & Structural Details
- Photometric Plan
- Electrical Signs must be certified by a Nationally Recognized Testing Laboratory agency, such as U.L. Listing or similar.
- Statement from Sign Operator providing the following:
 - Max. Intensity Levels (NITS) to be set for day & night;
 - Min. Length of Time each Message is Static (seconds);
 - Max. Transition Time between Messages (seconds);
 - Method of Transition between Messages.
- Proof from Manufacturer showing the following:
 - Sign equipped with built-in automatic dimmer control;
 - Sign equipped to freeze in 1 position in the event of a malfunction.

OFFICE USE ONLY

Application	Fee	# of Signs	Cost
Temporary	\$39		\$
Re-Face	\$77		\$
Permanent	\$160		\$
Digital	\$314		\$
Check #		Total:	\$
Occ. BL:		Con. BL:	

Project Name _____

Planner _____

Zoning _____

Date Received _____

Project Description