City of Waverly – Zoning Department
Sign Permit Application

Job Address:

Owner Information

Owner Name:

Address: City: State: Zip:

Phone Number:

Contractor Information

Contractor Name:

Address: City: State: Zip:

Phone Number:

Sign Information

Date Applied: Expected Installation Date:

Type of Sign (check) Is the Sign: New ☐ Replacement ☐

Billboard ☐	Marquee ☐	Roof ☐	Surface Area:	Sign Length:	Sign Width:
Canopy ☐	Monument ☐	Temporary ☐			
Combination ☐	Pennant ☐	Wall ☐	Wall Area: (If attached)	Wall Length:	Wall Height:
Flash ☐	Portable ☐	Lighted ☐			
Freestanding ☐	Projecting ☐	Other ☐	Street Frontage: (in feet)		

If Other: Define Here

Number of Existing Freestanding Signs on Site: Total Area of Existing Freestanding Signs on Site:

A picture of illustration of proposed sign is required, showing all dimensions.
If applicable, please provide design wind load data.

Sign Material	Location Information
Face:	Clearance Above Sidewalk:
Frame:	Projection from Building:
Supports:	Zoning District:

Site Plan

Show Location of sign plus any and all other signs, lot lines, buildings, streets, etc. Include dimensions. Use back if necessary.

Permit Fee	
☐	Under 100 S. Ft. $10
☐	Under 100 S. Ft. $20*
☐	Over 100 S. Ft. $15
☐	Over 100 S. Ft. $30*

* Fee if sign installed before permit is granted

Cash or Check Number:

Approved by: Date:

Permit Number:

Signature of Applicant Date

Revised 7-28-10

City of Waverly
Zoning Department
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