SIGN PERMIT APPLICATION

CITY *of* CAPE GIRARDEAU

DEVELOPMENT SERVICES DEPARTMENT, 401 INDEPENDENCE ST, CAPE GIRARDEAU, MO 63703 (573) 339-6327

SIGN TYPE	☐ POLE	☐ MONUMENT	☐ WALL	☐ ROOF

Project Title

Project Address

Project Description

Current Sign Area (S. F.)	Proposed Sign Area (S. F.)	Total	Allowed
Illuminated ☐ Yes ☐ No	Electric Load	Total Construction Cost	

Tenant		**Property Owner**	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email/fax	Telephone	Email/fax
Contractor's Name		**Design Professional of Record's Name**	
Contractor's Business Name		Design Professional of Record's Business Name	
Mailing Address	City, State, Zip	Mailing Address	City, State, Zip
Telephone	Email/fax	Telephone	Email/fax

CERTIFICATION

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS BUILDING PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL. I HAVE READ THE APPLICATION AND INFORMATION SHEET AND I FULLY COMPREHEND THE INFORMATION I AM REQUIRED TO SUBMIT FOR PLAN REVIEW.

_____ _____

Owner/Agent Signature Date

_____

Owner/Agent Printed Name

OFFICE USE ONLY

Date Received _____ Munis App # _____

SG-_____

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INFORMATION SHEET

Submit the following items to the Development Services Department for review:

1. A completed and signed permit application.
2. Two site plans for monument and pole signs.
3. Two complete sets of detailed construction drawings, including elevations and sections, and electrical information where required.
4. Two sets of structural calculations, including lateral force calculations, where required.

The site plan should include, but is not limited to, the following list of items:

1. The site plan shall be drawn in accordance with an accurate boundary line survey.
2. Drawn to scale with the scale indicated on the plans.
3. A North arrow.
4. Show the building setbacks and locations of all easements.
5. The location of all existing structures on the lot.
6. The street name(s) and location(s).
7. The location of existing and proposed signs, fences and walls.

These plans shall completely detail compliance with the City of Cape Girardeau Ordinance No. 4702 dated June 1, 2015, adopting the 2015 International Building Codes and 2014 National Electric Code in addition to other applicable City of Cape Girardeau Ordinances.

Plans requiring a design professional shall be sealed, signed and dated by a Missouri registered design professional according to the Rules of the Missouri Board of Architects, Professional Engineers, and Land Surveyor's Section 4 CSR 30-3.060.

The submittal is subject to a minimum of five (5) business days for review. Plan Review will not begin before the completed commercial permit application form is submitted.

(Note: A separate electrical permit may be required.)