AWNING PERMIT APPLICATION

CITY *of* CAPE GIRARDEAU

COMMUNITY DEVELOPMENT, 44 N. LORIMIER ST, CAPE GIRARDEAU, MO 63701 (573) 339-6327

Mark ALL that apply: ☐ **New** ☐ **Expansion** ☐ **Re-cover of existing frame**

Property Address/Location

Project Description

Awning Height	Clear height to bottom of awning	Distance the awning projects from building
Length of Awning	S.F. of sign area	Total Cost of Construction

Applicant/Tenant			**Property Owner** *(if other than Applicant)*	
Mailing Address	City, State, Zip		Mailing Address	City, State, Zip
Telephone	Email		Telephone	Email

Contractor			**Design Professional of Record**	
Mailing Address	City, State, Zip		Mailing Address	City, State, Zip
Telephone	Email		Telephone	Email

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 # _____ Zoning District _____ Permit Number_____

CBD File Number _____ Date of Action _____ Reviewer Signature _____

Action: ____ APPROVED AS SUBMITTED ____ APPROVED WITH CONDITIONS _____ DENIED

Notes/Conditions of Approval:

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CITY OF CAPE GIRARDEAU
AWNING PERMIT APPLICATION
INFORMATION SHEET

Please read this information sheet in its entirety.

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

1. Structural calculations
2. Construction plans including elevations and sections, indicating length and height of awning, length of building frontage where awning is proposed, type and quantity of fasteners required, clear height under the awning.

If the awning will include signage, such as lettering or a logo, provide dimensioned elevations of the proposed signage.

If the property is located in the Central Business District (CBD) zoning district, provide one set of the following for review:

1. Color samples, material samples, manufacturer's brochures, renderings, or similar items conveying the appearance of the proposed alteration.
2. Current photos of the building(s) or structure(s) to be altered.

Properties zoned CBD must comply with design standards to ensure buildings and structures are architecturally compatible with the unique character of the district.

If the awning will overhang public right-of-way, submit a license & indemnity agreement application form, available on the City's website.

Plans submitted shall detail complete compliance with City of Cape Girardeau Ordinance No. 4702, dated June 1, 2015, adopting the following model codes: 2015 International Building Code, 2015 International Fire Code, 2015 International Mechanical Code, 2015 International Fuel Gas Code, 2015 International Plumbing Code, 2014 National Electrical Code and 2009 International Energy Conservation Code in addition to other applicable City of Cape Girardeau Ordinances, as appropriate.

Plans for a new or enlarged awning shall be sealed, signed and dated by a Missouri registered design professional according to the Rules of the Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and Landscape Architects 20 CSR 2030-3.010.

Submittals are subject to a minimum fifteen (15) business days review process. Plan Review will not begin before the completed permit application form is submitted. The client has the option of using the Plan Review Services of the International Code Council at their expense.