



SIGN PERMIT APPLICATION

Please Note: An incomplete permit can delay issuance

PO Box 395, 715 W. Mt. Vernon
Nixa MO 65714
417-725-5850 Fax 417-724-5750

Application Date: _____

Permit #: _____

PROPERTY INFORMATION

Property Address _____ Zoning _____

Subdivision _____ Phase _____ Lot # _____

OWNER INFORMATION

First Name _____ Last Name/Business Name _____

Mailing Address/City/State/Zip: _____

Phone: _____ Cell : _____

CONTRACTOR INFORMATION

Sign Company : _____ Contact Person: _____

Mailing Address : _____ Phone: _____

Sign Type:

_____ Free Standing (must meet setback requirements)

_____ Wall Sign

_____ Projecting

_____ Non-Illuminated

_____ Lighted

_____ Temporary (2 temporary signs allowed per year. Good for 30 days ONLY)

Please use this box to show what will be on your temporary sign or banner:

Type of Work:

_____ New Sign _____ Alteration _____ Repair

If this is an alteration or repair please describe: _____

Is this sign being attached to an existing sign?: Yes No

If yes, what size is the existing sign? _____

Signs are NOT allowed in Right-of-Way

Estimated cost of construction: \$ _____ Total Square Footage: _____

2 (two) Sets of drawings and/or site plans are required with the following information:

1. Site plans required for detached free-standing signs. Plans must include:
 - A. Legal description of property
 - B. Property dimensions showing easements and adjacent streets
 - C. Location of existing detached signs and distance from proposed sign
 - D. Side and front setbacks
 - E. Setbacks from entrance and exit driveways
 - F. Site triangle information at sign location.

2. Elevation drawing required on wall and detached signs. Plans should include:
 - A. Sign dimensions to include all extremities showing height from grade to top of sign.
 - B. For wall signs, show length and height of wall fronting street and where mounted on wall.
 - C. Designate sign materials, details of construction, design and anchorage.

3. Drawings are required to be sealed by an Architect or Engineer who is registered in the State of Missouri on any free-standing sign.

4. Footing and electrical inspections are required. To schedule an inspection, call 417-725-5850. A half days notice is required. There is NO timed inspections, please request either a.m. or p.m.

The Applicant shall be responsible for the cost of all third party reviews. This shall include, but not limited to architecture, engineering, storm water reviews, traffic reviews, etc. The City of Nixa will be the sole determiner of the requirements for these reviews. The City of Nixa will issue and track invoices for these costs.

I hereby certify that the answers and other information on this application are true and correct and that I have read and understand the above procedures and requirements as they pertain to city building regulations and by signing this form, acknowledge compliance with these rules.

Printed Name: _____

Signature: _____ **Date:** _____

Signature is of: _____ Contractor _____ Owner _____ Agent for Owner

APPROVED:

City Planner: _____ **Date:** _____

Building Inspector: _____ **Date:** _____

Permit Cost: \$ _____

Temporary Signs – \$25.00

Permanent Signs – \$50.00