



Sign Permit Application

1. Site/Location/Address: _____ Ste or Lot # _____
 Land Use: Home Occupation or Commercial (circle one)

2. Owners Name: _____ Phone #: _____
 Address: _____ Cell #: _____
 City: _____ State: _____ Zip: _____

3. Code Compliance Certification: I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, I have read, understand and will comply with all the provisions outlined hereon and the St. James City Code. I also certify that the plot plan(s), drawing(s) and sketch(s) submitted are a complete and accurate representation showing any and all existing and proposed structures on the subject property. I further understand and will comply with the developer responsibilities listed below.

Responsibilities of the Developer:

- A sketch or plan identifying the location of the proposed sign must be included with this application. Graph paper is included for your convenience.
- A drawing of the sign copy and how it will be constructed/installed must be included with this application.
- Locating property corners and lot lines is the responsibility of the owner, a PLS (surveyor) may be needed.
- Keep mud and debris off City & State ROW. You will be notified of any infraction(s).
- BEFORE YOU DIG:** Call 811 or go to www.mocall.com at least three days before you dig for utility locates.

Owner/Agent Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

4. Contractor Business Information:

Contractors Business Name / Address (Sign)	Contractor Contact	Business Lic#	Work Phone	Cell Phone

*Notice: **ALL** Contractors and Builders must obtain a Business License at St. James City Hall prior to beginning any work on the site.

5. Type Sign Requested:

Monument Pylon Facade Billboard Electronic Copy Change

Size: (H) _____ x (W) _____ = _____ sqft.

*A separate application is required for each requested sign.

Note: All signage must pertain to business conducted within the building/lot. No off premise advertising is allowed.

Comments/Description of Work: _____

Applicant Signature: _____

Date: _____

Received By: _____

Date: _____



Sign Permit Approval

This section to be completed by applicant:

Site/Location/Address: _____ Ste or Lot # _____

Land Use: Home Occupation or Commercial (circle one) Estimated Project Cost: \$ _____ .00

Owners Name: _____ Phone #: _____

Address: _____ Cell #: _____

City: _____ State: _____ Zip: _____

1. Type Sign Requested:

- Monument Pylon Facade Billboard Electronic Copy Change

Size: _____ sqft.

- Small Sign (Up to 30 sqft) Large Sign: (Larger than 30 sqft)

*A separate application is required for each requested sign.

Note: All signage must pertain to business conducted within the building/lot. No off premise advertising is allowed.

2. Code/Plan Review/Zoning/Permit Expiration Dates/Fee Calculations

- a. Review of all applicable Chapters of the City Code was completed: Rev. By: _____
- b. All required sets of Plans/Drawings/Sketches were Submitted/Reviewed/Approved? Rev. By: _____

- ___ Site Plan ___ Survey Plat ___ Sketches ___ Sign drawings ___ Const. Drawings

- c. Attachments: Conditions of Approval
 Protective Restrictions

Additional Requirements or Conditions of Approval: _____

BEFORE YOUR DIG: Call 1-800-344-7483 or 811. To request electronically, go to www.mocall.com at least three days before you dig to have all utilities located on your site.

Fee Calculations:

Flat Fee (Small Sign (Up to 30 sqft) \$25 & Large Sign: (Larger than 30 sqft) \$50) \$ _____ .00

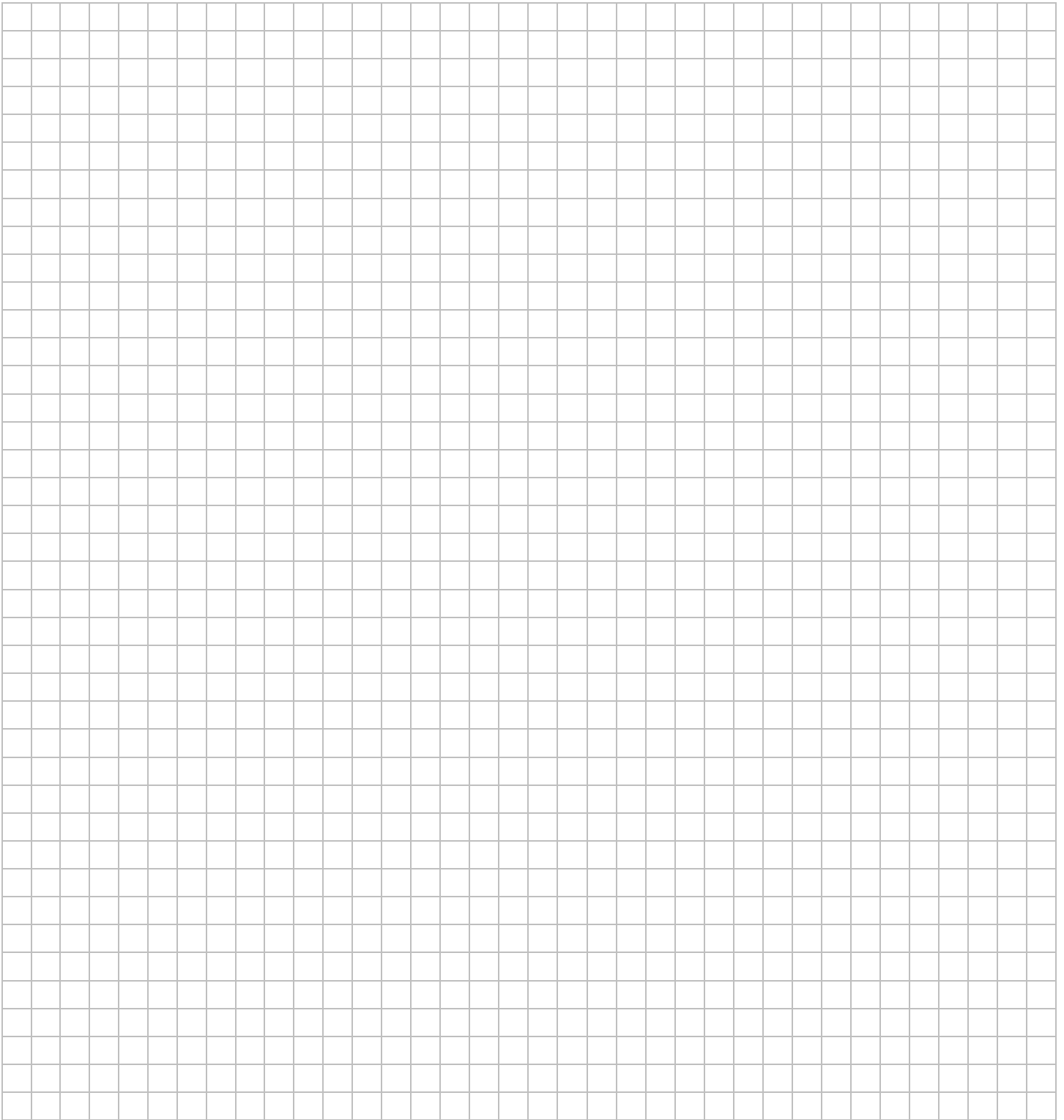
- d. Permit Approval Prepared by: _____ Date: _____
 Construction START no later than Date (plus six months): _____ Date: _____
 Construction COMPLETION (plus six months from start date): _____ Date: _____

NOTICE: This permit is issued in accordance with applicable City Code, Owner/Agent Permit Application and is to be constructed in accordance as shown on Plans, Drawings and/or Sketches and any Conditions of Approval or Protective Restrictions. Any deviation from the approved Plans, Drawings and/or Sketches and any Conditions of Approval or Protective Restrictions must be submitted to the City for Approval prior to changes being constructed.

Approved By: _____ **Permit #** _____

Any questions regarding the issuance of this permit are be directed to City of St James Code Enforcement at 265-7011.

Site Plan Sketch



**All of the following must be clearly marked on the site plan:
Property/Lot Boundary, Dimensions, Location of Structures, Easements, Existing Utility Infrastructure,
Location of Work to be done, Street, North Symbol, Setbacks, and any other pertinent information for
work.**

**Note: Engineer or Architect stamped drawings, plans, sketches and/or specifications may be required
dependent on project scope.**