

**CITY OF HAMILTON  
SIGN PERMIT APPLICATION**

**\$30.00 Base Fee plus \$ .50 per Square Foot  
Total Fee \$ \_\_\_\_\_**

**OFFICE USE ONLY**

**PERMIT # SIGN-** \_\_\_\_\_ Plans Attached: \_\_\_\_\_ Date Closed: \_\_\_\_\_

**Building Permit Required** \_\_ Yes \_\_ No      Application Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

**Permit Approved By:** \_\_\_\_\_ Total # of Signs Requested: \_\_\_\_\_  
Land Hansen, Building Inspector      Date

On File In Community Development Office: \_\_\_\_\_ Contractor License      \_\_\_\_\_ Hamilton Business License

Project Address: \_\_\_\_\_ Street Direction: \_\_\_\_\_

Square footage of entire project: \_\_\_\_\_ Valuation: \_\_\_\_\_ Proposed start date: \_\_\_\_\_

**Owner:** First, MI, & Last Name: \_\_\_\_\_ Company: \_\_\_\_\_

Home or Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Applicant:** First, MI, & Last Name: \_\_\_\_\_ Company: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Contractor Who Made the Sign:**

Company: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Contractor Installing the Sign:**

Company: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Web site: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**On Site Contact:** First, MI, & Last Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Application Date:** \_\_\_\_\_ **Property Owner's Signature:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_ **Applicant's Signature:** \_\_\_\_\_



**SIGN PERMIT APPLICATION  
CONTINUED**

- \*\* ALL FREE STANDING SIGNS MAY REQUIRE A BUILDING PERMIT AND A SITE PLAN.
- \*\* ALL FREE STANDING SIGNS MAY REQUIRE A FOUNDATION INSPECTION.
- \*\* ALL SIGNS REQUIRE A SITE INSPECTION PRIOR TO THE INSTALLATION OR CONSTRUCTION OF A NEW SIGN.
- \*\* ALL SIGNS, UPON COMPLETION OF INSTALLATION, REQUIRE A FINAL INSPECTION TO BE PERFORMED BY THE CITY BUILDING INSPECTOR.

**SIGN PERMIT APPLICATION INFORMATION**

A. GENERAL

It is recommended that the applicant discuss his proposal with the Building Inspector prior to filing. This discussion should cover in detail the applicant's request, and the procedural steps required.

B. WHAT TO FILE

1. Application

Please submit a fully completed and signed application. All applications shall contain the signature of the property owner and the applicant or a notarized letter signed by the owner shall be submitted authorizing a third party to present vested interests. A City of Hamilton Business License is required for all contractors.

2. Plans

- a. One (1) copy of the plans and specifications for the sign(s) shall be submitted **showing location, nature and extent of work** proposed. Show in detail that the sign will conform to the provisions of the code and all relevant laws, ordinances, rules and regulations with the application. The plans shall be legibly drawn to scale on paper no smaller than 8 ½" x 11" or larger than 24" x 36".
- b. **Overall signage** for either individual building or commercial/industrial complex.
- c. **Construction plans for the attachment of the sign** to the building and/or the foundation portion for a free-standing sign to the Building Inspector for review and approval. A building permit is required prior to the installation of free standing signs.

**SIGN PERMIT APPLICATION  
CONTINUED**

3. Optional Data

Please submit any additional information which might be helpful in understanding and evaluating your application.

C. OTHER INFORMATION

1. Processing

The typical Sign Permit application requires review by the Building Inspector. It may take up to 10 business days to process your application. Incomplete forms will be returned to the applicant.

2. Fees

Filing Fee will be \$30.00 plus \$.50 per square foot for building, awning and freestanding signs.

3. Filing

The completed application may be filed at the **City of Hamilton Building Department located at 920 New York Avenue**, Monday through Friday between the hours of 8:00AM and 5:00PM.

**Should you have any questions, Please call the office at 363-3316.**