



# City of Hamilton

## 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 1/2" 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.

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.

#### **Boundary Locations Disclaimer**

While the City may be able to assist in boundary location issues by referencing existing public information, City staff cannot provide details regarding the actual location of the boundaries of your property or other property held by private parties. If you are seeking to find the exact location of your property boundaries, whether for development, placing a mailbox, or resolving a dispute regarding fencing, you may need to hire a surveyor to determine the exact boundary location. If you are not sure about your exact boundary, the boundary should be surveyed prior to construction to determine the actual boundary line. The position of a current fence or structure should not be assumed to be an accurate boundary line. The exact location of private boundaries and disputes between neighbors are civil matters which may require you to seek independent legal advice.

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



# 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's License  Hamilton Business License

**Project Address:** \_\_\_\_\_

Square footage of entire project: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_ Proposed starting date: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_ Company: \_\_\_\_\_

Home/Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

**Applicant's Name:** \_\_\_\_\_ Company: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

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

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

On Site Contact's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Contractor/Company Who Made the Sign:** \_\_\_\_\_

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

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

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

**Contractor/Installer** \_\_\_\_\_

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

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

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

On Site Contact: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

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

Sign Permit Application continued

**Building Information:**

Building Frontage \_\_\_\_\_ # of Feet Zoning of Location: \_\_\_\_\_ Distance from front property line to sign: \_\_\_\_\_  
Reason for Sign Permit: New Business Alteration of Sign Relocation of Sign Additional Signage  
Is there a sign program in your shopping Center? Yes No If yes, attach to your application an approved plan.

**DESCRIPTION OF SIGN(S)**

**Sign #1**

Sign Type: Awning Building Free Standing

Location \_\_\_\_\_

Size \_\_\_\_\_

Size of Letters \_\_\_\_\_

Type of Materials \_\_\_\_\_

Type of Lighting \_\_\_\_\_

Total Sign Area of face \_\_\_\_\_

**Sign #3**

Sign Type: Awning Building Free Standing

Location \_\_\_\_\_

Size \_\_\_\_\_

Size of Letters \_\_\_\_\_

Type of Materials \_\_\_\_\_

Type of Lighting \_\_\_\_\_

Total Sign Area of face \_\_\_\_\_

**Sign #2**

Sign Type: Awning Building Free Standing

Location \_\_\_\_\_

Size \_\_\_\_\_

Size of Letters \_\_\_\_\_

Type of Materials \_\_\_\_\_

Type of Lighting \_\_\_\_\_

Total Sign Area of face \_\_\_\_\_

**Sign #4**

Sign Type: Awning Building Free Standing

Location \_\_\_\_\_

Size \_\_\_\_\_

Size of Letters \_\_\_\_\_

Type of Materials \_\_\_\_\_

Type of Lighting \_\_\_\_\_

Total Sign Area of face \_\_\_\_\_

**Total Sign Area (Square Footage) of Signs 1-4: \_\_\_\_\_**

## 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.**