



Sign Permit Application

City of Elizabethtown, Department of Planning and Development

200 West Dixie Ave – PO Box 550

Elizabethtown, KY 42702 (270) 982-3226

Official Use Only Date received: _____ Received by: _____

Sign Location

Address of sign location: _____

Street Address *Unit #*

Applicant Details

Primary Contact (check one): **Contractor** **Property Owner** **Tenant**

Contractor

Business Name _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Property Owner

Business Name _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Tenant

Business Name _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Electrical Contractor

Business Name _____

Contact Name _____

Address _____

City/State/Zip _____

Phone _____

Email _____

CE# _____ ME# _____

Affidavit of Assurances and Application Signature

I do hereby certify that the information provided herein is both completed and accurate to the best of my knowledge, and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

In consideration of the approval of the complete sign application package, the undersigned, representing the owner, hereby agrees to consent to inspection during construction and upon completion of construction for the purpose of determining that such sign(s) comply with the City of Elizabethtown Code of Ordinances and the Zoning Ordinance, and the inspector may enter upon the premises during any reasonable hour.

As applicant, I affirm by this affidavit pursuant to KRS198B.060(10) that all contractors and subcontractors employed or that will be employed, on any activity covered by the permit issued shall be in compliance with the Commonwealth of Kentucky requirements for workers' compensation insurance (according to KRS Chapter 342) and unemployment insurance (according to KRS Chapter 341).

Signature: _____ Date: _____

Printed Name: _____

--Application Continues on Reverse--

Temporary Banner Sign

Businesses are allowed one temporary banner, not to exceed 50 square feet in area. Permits are issued for a period not to exceed thirty consecutive days and for a cumulative period not to exceed one hundred twenty days in any calendar year.

Banner Size: _____ W x _____ H = _____ sq. ft.

Permanent Sign(s)

Sign #1	
<input type="checkbox"/> Pole Sign <input type="checkbox"/> Monument Sign	
Sign Height _____ ft.	Sign Size _____ W x _____ H = _____ sq. ft. Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Wall Sign	
Wall Size _____ W x _____ H = _____ sq. ft.	Sign Size _____ W x _____ H = _____ sq. ft.
Sign Size/Wall Size = _____ % of wall area	Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other (describe)	

Sign #2	
<input type="checkbox"/> Pole Sign <input type="checkbox"/> Monument Sign	
Sign Height _____ ft.	Sign Size _____ W x _____ H = _____ sq. ft. Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Wall Sign	
Wall Size _____ W x _____ H = _____ sq. ft.	Sign Size _____ W x _____ H = _____ sq. ft.
Sign Size/Wall Size = _____ % of wall area	Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other (describe)	

Sign #3	
<input type="checkbox"/> Pole Sign <input type="checkbox"/> Monument Sign	
Sign Height _____ ft.	Sign Size _____ W x _____ H = _____ sq. ft. Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Wall Sign	
Wall Size _____ W x _____ H = _____ sq. ft.	Sign Size _____ W x _____ H = _____ sq. ft.
Sign Size/Wall Size = _____ % of wall area	Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other (describe)	

Sign #4	
<input type="checkbox"/> Pole Sign <input type="checkbox"/> Monument Sign	
Sign Height _____ ft.	Sign Size _____ W x _____ H = _____ sq. ft. Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Wall Sign	
Wall Size _____ W x _____ H = _____ sq. ft.	Sign Size _____ W x _____ H = _____ sq. ft.
Sign Size/Wall Size = _____ % of wall area	Illuminated? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other (describe)	

--Attach additional sheets as necessary--

The following items must be submitted prior to issuance of the sign permit:

- A site plan showing the location of the proposed sign(s) on the lot, including setbacks AND/OR building elevations showing the location(s) for installing the sign(s).
- Detailed sign information, including type of construction, method of illumination, dimensions, copy, method of mounting and/or erection, and other relevant information. The content of the message or speech displayed on the sign shall not be considered when approving or denying a sign permit, but the content must be submitted to evaluate the sign copy area.
- A licensed electrical contractor is required when installing an illuminated sign where one did not previously exist and/or in any instance where a circuit must be added or extended.
 - When the sign contractor is not also the electrical contractor, staff will contact the electrician to confirm their acceptance of the job prior to issuance of the permit.
 - When an electrical permit is issued separately from the sign permit, an electrical permit fee will be charged.
- The written consent of the owner of the underlying property or their authorized agent.
- Contractors must have a current City Business License and must provide evidence of Kentucky workers' compensation insurance (or complete an exemption form if applicable).
- The permit fee.

Contact BUD (8-1-1) to have all utilities marked prior to the installation of any sign requiring digging/ground penetration.