

**City of Smithville, Missouri  
 Permanent Sign Permit Application  
 Smithville Code 400.485 – 400.540**



**TYPE OF SIGN: CHECK ONE**

**DATE:** \_\_\_\_\_

Wall Sign                  Projecting Sign                  Ground Sign                  Roof Sign                  Pole Sign

Is the Sign replacing the display area of an existing sign by the same business?    Yes                  No

Will the Sign have Electronic, LED or Digital Functions?                  Yes                  No

**PROPERTY INFORMATION:**

PROPERTY ADDRESS: _____ Zoning District: _____
PROPERTY OWNER: _____
ADDRESS IF DIFFERENT FROM PROPERTY: _____

**CONTRACTOR INFORMATION (If different than owner):** OCCUPATION LICENSE # \_\_\_\_\_

If you do not have a license, you **MUST** complete and submit an Occupation License Application

**DESCRIPTION OF SIGN**

The application shall describe the sign, including all size(s), colors, and layout of said sign in the space provided below. <b>Attach additional sheets if necessary.</b>	
Description of Colors and layout: (Picture of sign required. Color Proof recommended)	
Sign Display Area Dimensions:	*Building Façade Area (in ft <sup>2</sup> ):
Pole sign height:	Footing Detail of Pole or Ground Sign:
Electronic, Digital or LED Signs shall submit all specification contained in Section 400.525 of the Code.	
<b>FOR POLE OR GROUND SIGNS A PLOT PLAN OR SITE PLAN SHOWING LOCATION OF THE BUILDING AND SIGN, DRAWN TO SCALE, AND SHOWING ALL EASEMENTS, BUILD LINES, NORTH DIRECTIONAL ARROW AND STREET LOCATIONS IS REQUIRED.</b>	

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, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit.

\_\_\_\_\_  
**SIGNATURE    E-MAIL    PHONE NO.**

## PERMANENT SIGN REGULATIONS

**GROUND SIGN:** A sign structure installed in the ground which projects above the existing grade to allow placement of the Display Area and usually encloses the top of the display area with the same or similar materials, excluding a Pole Sign.

**POLE SIGN:** A sign in whole, or in part, that supports a Display Area above grade with one or more vertical poles, posts or columns or that does not completely enclose the outside of the display area with structurally supporting members or details. The sheathing or wrapping of the poles, posts or columns in a material not necessary for structural support shall not convert the design to any other design in this chapter.

**PROJECTING SIGN:** Is a sign that is supported from a building façade with at least one horizontal structural element to which a display area is attached and which the display area is 30 degrees or more from parallel to the building façade.

**REPLACEMENT SIGN:** A sign that replaces the display area of an existing sign that 1) is owned by and advertises the same business as the previous sign, 2) is no larger in area than the existing display area on the sign, and 3) is located in the same location as the display area to be replaced. A replacement sign shall not include an upgrade from a static display area to an Electronic, LED or Digital Sign, but does include a change from one Electronic, LED or Digital Sign to another.

**ROOF SIGN:** Any sign mounted to the roof of a building, or any sign, however designed that includes a display area immediately above any portion of the roof of any building.

**SUPPORT STRUCTURE:** The material(s) necessary to support the display area of any sign. Support structures shall include stone, block, brick, or other masonry product; wood and wood by-products; steel or other metal; and, plastics, or a derivative thereof. The design of a support structure can be of one or more of the following types: ground signs, pole signs, wall signs, projecting signs and roof signs.

**WALL SIGN:** Any sign that is mounted to a building façade that has its' display area installed less than 30 degrees from parallel from the building façade.

### Fee Structure- Permanent Signs

Replacement Signs	\$25.00
Wall Signs	\$125.00
Projecting Signs	\$125.00
Ground Signs	\$250.00
Roof Signs	\$250.00
Pole Signs	\$500.00

### Electronic, LED, or Digital Sign Fees (in addition to above)

Single color, numeric only displays, display is only changed by a manual function: (\$175.00).  
Single color, alpha-numeric displays, manual or auto display change: (\$275.00).  
Multiple color signs: (\$375.00).

**The number of signs per lot is governed by Section 400.520 of the Smithville Code.**

**The maximum height of any ground or pole sign is limited to 25 feet.**

**\*No wall, projecting or roof sign can be larger than 64 ft.<sup>2</sup>, or 10% of the façade to which it is attached, whichever is less.**