



Sign Permit Application

Permit # _____

Sign Permit Fee: _____

Date: _____

APPLICANT	OWNER	ERECTOR
NAME		
ADDRESS		
CITY		
TELEPHONE		
EMAIL		

Street Address of Sign: _____		Building Street Frontage in linear feet: _____ ft _____ in			
Description of Work (circle one)	Erect	Alter	Repair	Maintain	Remove
Type of Sign (circle one)	Wall	Canopy-Wall	Awning-Wall	Free-Standing	Subdivision
Size of Sign (complete section at right):	Length	Height	Sq. Ft.	Weight	Zone
Illuminated Y / N					
Set-backs of free-standing sign: _____ ft _____ in	Height of Top Edge of Sign: _____ ft _____ in		Height of Bottom Edge of Sign: _____ ft _____ in		
Materials of Construction (complete section at right):	FACE _____ Wood _____ Plastic _____ Brick/Masonry _____ Other		FRAME _____ Wood _____ Plastic _____ Brick/Masonry _____ Other		SUPPORTS _____ Wood _____ Plastic _____ Brick/Masonry _____ Other

Existing Signs

Description/Location	Square Footage	Type (freestanding, wall, other)	Illuminated
			Y / N
			Y / N
			Y / N
			Y / N
Number of Existing Sign(s)	Total Square Footage Existing Signs	Freestanding Sign Height	

Attachments (the following must be attached to any sign permit application)

1. Elevation Drawing – Show dimensions of sign, location on wall & height of freestanding sign.
2. Site Plan Drawing – Show proposed location and setback information of new and existing signs.
3. Blueprint or drawing of plans, specifications and method of construction.
4. \$75 Filing Fee – Checks are to be made payable to Polk City.
5. Electrical Permit – If proposed sign(s) are illuminated, an Electrical Permit from the Building Division is required.

Incomplete applications without necessary documentation will not be processed.

Return forms to City Hall, PO Box 426, 112 3rd Street, Polk City, Iowa 50226

support@polkcityia.gov

▪ Phone (515) 984-6233 ▪ Fax (515) 984-6177 ▪

Sign Code available online <https://polkcityia.gov/page/Municipal-Code-Polk-City-Iowa> Chapter 166 Signs

I, hereby, acknowledge that I have read this application, that it is correct and agree to comply with all City ordinances and state laws regulating signs and billboards. _____ Sign Erector or Authorized Agent Date	OFFICIAL USE: Received by: _____ DATE _____ AMOUNT _____ APPROVED BY: _____ Remarks: _____
	City of Polk City _____ Date _____