



CITY OF MASON CITY
BUILDING INSPECTIONS DIVISION
 10 1st Street NW, Mason City, IA 50401
 (641) 421-3620
 www.masoncity.net

SIGN PERMIT APPLICATION

Sign permits expire if work is not started within 180 days or work is suspended for 180 days
See Chapter 12-20 of City Code for Sign Requirements

SECTION ONE: SIGN TYPE

DETACHED SIGNS (indicate number of each):

Monument _____
 Pole _____
 Pole with Message Center _____
 Expressway _____

ATTACHED SIGNS (indicate number of each):

Wall _____
 Wall with Message Center _____
 Window _____
 Projecting _____
 Blade _____

OTHER SIGN TYPES (indicate number of each):

Poster Panel _____
 Portable Sign _____
 Campus Complex Sign _____

Off-Premise _____
 Off Premise w/ Message Center _____

SECTION TWO: APPLICANT/CONTRACTOR INFORMATION

Property Owner _____

Owner Address _____

Property Owner Tel. _____ Owner Email _____

Sign Contractor _____

Sign Contractor Tel. _____ Contractor Email _____

Electrical Contractor _____

Elect. Contractor Tel. _____ Elect. Contractor Email _____

SECTION THREE: PROPOSED SIGN INFORMATION

Sign Location Address _____

Sign Area in sq. ft. (see Ordinance): _____ Project Sign Valuation \$ _____

DETACHED SIGNS: Street frontage (ft). _____ Sign Structure Height (feet) _____

ATTACHED SIGNS: Outside dimensions of building or tenant space façade.
 Provide separate dimensions for each façade if there is more than one. _____

SECTION FOUR: ATTACHMENTS

- FOR ALL SIGN TYPES:** Attach plans/specifications showing sign area, sign height, drawings of all proposed signs, construction method, manner of support or method of securing all signs, and compliance with electrical, wind load, and all other applicable codes. If there are existing signs to remain, provide sign area for **each** sign.
- MONUMENT, POLE, EXPRESSWAY, PORTABLE, AND CAMPUS COMPLEX SIGNS:** Attach a site plan showing location of all existing and proposed signs. Show the setback of the support structure and the setback of the leading edge of the sign from the nearest property line(s).
- ATTACHED SIGNS:** Attach a drawing or photograph of all facades on which new and existing signs are or will be attached, with outside dimensions (height and width) of the building or tenant space façade.
- ALL MESSAGE CENTER SIGNS:** Attach complete manufacturers' data and specifications showing that the message center meets all requirements of Section 12-20-6.E.4 (for on-premise signs) or Section 12-20-9.E (for off-premise signs) of the City Code (contact Development Services for more information).

Form continues on reverse side

SECTION FOUR: ATTACHMENTS (CONT.)

- PROJECTING SIGNS, POSTER PANEL SIGNS, AND ANY SIGN ENCROACHING ON CITY RIGHT-OF-WAY OR CITY PROPERTY: Application must also include proof of insurance sufficient to hold the City harmless from and indemnified against all damages arising from the sign(s). Contact Development Services for coverage amounts.
- PORTABLE SIGNS: There shall be a minimum of 60 days between the removal of a portable sign and the first day allowed for a new portable sign permit. Provide the date that the last portable sign on the premises was removed, if applicable.
- OFF PREMISE SIGNS: Provide proof that the off-premise sign meets the setback and separation requirements in Section 12-20-9, Table 6.

SECTION FIVE: SIGNATURE

I, the applicant, hereby state that I am the owner, or that I am authorized to act on the owner's behalf; and that the application, site plan, attachments, and specifications are true and correctly depict the sign project, subject to all applicable regulations. I further affirm that I will follow all City of Mason City regulations.

Applicant Signature _____

Date: _____

(OFFICE USE ONLY)

Permit No. _____

REMARKS/NOTES/COMMENTS: