

# Permanent Sign Permit Application and Checklist



**Permit Fees: \$10 per sign + \$0.50 per square foot of sign face per side**

Please fill out this form completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided. All application fees are non-refundable.

PROPERTY INFORMATION							
Contact Name:				Contact Phone:			
Property Address:					Parcel #:		
Subdivision:				Lot:		Block:	
<b>Zoning:</b> (Check one box only)	P-1: <input type="checkbox"/>	A-1: <input type="checkbox"/>	R-E: <input type="checkbox"/>	R-1: <input type="checkbox"/>	R-2: <input type="checkbox"/>	R-3: <input type="checkbox"/>	R-MF: <input type="checkbox"/>
		C-1: <input type="checkbox"/>	C-2: <input type="checkbox"/>	C-3: <input type="checkbox"/>	C-4: <input type="checkbox"/>	I-1: <input type="checkbox"/>	I-2: <input type="checkbox"/>

APPLICANT / AGENT INFORMATION			
Name:			
Mailing Address:		City:	State: Zip:
Phone:	Phone:	Email:	

INSTALLER INFORMATION			
Name of Installer:		Contact Name:	
Address:		City:	State: Zip:
Phone:		Email:	

PROPERTY OWNER INFORMATION			
Name:		<b>Owner Signature:</b>	
Mailing Address:		City:	State: Zip:
Phone:	Phone:	Email:	

**Contractor / Owner / Authorized Agent Acknowledgment:** By my signature, I acknowledge that I have read, understand, and will abide by the acknowledgements on page 2 of this application. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE / REVIEW USE ONLY			
Application Date:	How Paid: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card	File #:	
Reviewer:	Permit Fees:	Date Paid:	Permit #:
Total # of Signs:	Approval / Disapproval Date:		Receipt #:

## SIGN INFORMATION

<b>Type of Construction:</b>					
<input type="checkbox"/> Erection / Initial Placement		<input type="checkbox"/> Relocation		<input type="checkbox"/> Alteration	
<input type="checkbox"/> Repair/Maintenance					
Number of Signs	Type of Sign*	Dimensions	Total Area	Installed Height	Electric Needed?
		x	sq. ft.	ft.	
		x	sq. ft.	ft.	
		x	sq. ft.	ft.	
		x	sq. ft.	ft.	
		x	sq. ft.	ft.	
		x	sq. ft.	ft.	

\*Sign Types: Attached, Awning, Canopy, Detached, Marquee, Monument, Projecting, Roof, Suspended, or Wall

## APPLICATION CHECKLIST

<input type="checkbox"/>	1. A completed application. Applications will be denied unless all of the required information is provided, including the items below.
<input type="checkbox"/>	2. A picture or scaled drawing of each sign showing the sign's dimensions, height and area. It must also include all text, graphics, materials, and images to be displayed on the sign. <ul style="list-style-type: none"> <li>• For projecting and suspended signs, provide vertical ground clearance to the bottom of the sign.</li> <li>• If the sign is to have electricity to it, the plan must also show where the electric lines will be located.</li> </ul>
<input type="checkbox"/>	3. A scaled site plan of where the each sign will be located on the parcel, depicting the location of the sign on the property or building, street rights-of-way, property lines, and any required setbacks. <ul style="list-style-type: none"> <li>• For attached wall signs, provide dimensions of the area to which the sign will be attached.</li> <li>• For monument signs, show utility locations and easements.</li> </ul>
<input type="checkbox"/>	4. For monument signs, provide a scaled landscape plan showing the name, quantity, and spacing of plant materials or show this information on the site plan.
<input type="checkbox"/>	5. For monument signs, provide a footing detail.

## ACKNOWLEDGEMENTS (READ BEFORE SUBMITTING)

1. All permanent signs must obtain a permit **10 days** prior to the intended installation date.
2. **All permits become null and void if work is not commenced within 30 days of granting the permit; not completed within 6 months of permit issuance; or not in conformance with the approved application.**
3. Each sign permitted under this application must contain the name, address, and telephone number of the person responsible for the sign, whether as an integral part of the sign or in an inconspicuous place on the sign.
4. All signs must be maintained in good condition.
5. All signs must have the permission of the property owner prior to approval and placement permitted under this application.
6. All signs permitted under this application must be placed outside of the 35-foot sight triangle at all intersections and any required setbacks. They also must not constitute a traffic hazard.
7. **All signs that will be illuminated must have a licensed electrician obtain an electrical permit and shall be subject to inspections.**
8. **All signs with a permanent foundation shall have an inspection prior to pouring of any concrete.**
9. **It is the Owner / Applicant's responsibility to call for a final inspection within 3 days of work completion to determine conformance with the approved plans.**
10. All signs shall comply with the Arkansas Fire Prevention Code and National Electric Code.
11. The Planning, Building, and Code Enforcement Department may cause the immediate removal of illegal signs in the public right-of-way without notification to the permittee.
12. The Planning, Building, and Code Enforcement Department may suspend or revoke a permit for any false statements or misrepresentation of fact in the application.
13. Any violation of the Bella Vista Sign Regulations may be subject to a \$250.00 to \$1,000.00 per week fine with each week constituting a separate offense.
14. An approved permit will not be issued until all applicable fees have been paid.