



PERMANENT SIGN PERMIT APPLICATION

Shelbyville Plan Commission
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

ALL INFORMATION MUST BE COMPLETED AND SIGNED BY THE OWNER OR CONTRACTOR OF THE SIGN.

1. Sign Owner (the name of the business the sign is for) :

Name: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Sign Contractor:

Name: _____

Address: _____

Phone Number: _____

2. Location Information:

Address of Property: _____

Zoning Classification: _____

Property Owner if different than sign owner:

Owner's Address _____

Owner's Phone #: _____

3. Wall Signs: Use this section if the sign to be placed on the façade of a building. All information is required in order to process permit.

A. Façade dimensions: Supply measurements of the entire façade of which the sign is going to be placed upon. In a **multi-tenant building**, the measurements shall be limited to the only the dimension of the tenant space.

Height _____ : Length _____

B. Existing wall signage: Supply dimensions of all other wall signs that are already placed on the façade, excluding signs on windows or glass doors.

1. _____ 2. _____

3. _____ 4. _____

C. Proposed Sign

1. Type: [] Flush Wall Sign [] Sign on Awning [] Projecting Sign

2. Material of sign: _____

3. Dimension of sign: (W) _____ X (H) _____ • **Include rendering of sign**

4. Illumination of Sign: [] None [] Externally Illuminated* [] Internally Illuminated** [] Electronic Message Center

5. Location of Sign: • **Include a rendering showing location of sign on façade**

6. For a Projecting Sign: A. The clearance distance from bottom of sign to the ground: _____

B. The overall distance of the sign projecting from the building: _____

7. For a Awning: A. The clearance distance from bottom of the awning to ground: _____

B. The overall distance the awning projects from the building: _____

Please complete this section on another application for more than one wall sign.

*Externally Illuminated is defined as illuminating the sign by an artificial source of light not contained within the sign itself.

** Internally Illuminated is defined as illuminating the sign by an artificial source of light that is concealed or contained within the sign and becomes visible in darkness through a translucent surface. **Not to** include Electronic Message Centers

4. Ground Sign (Monument Sign): Use this section for proposed detached signs that are to be placed on property.

A. Dimension of sign: (W) _____ X (H) _____ • Include rendering of sign. Measurement must include sign base.

B. Illumination of Sign: None Externally Illuminated Internally Illuminated Electronic Message Center
1. If Electronic Message Center: Dimension of EMC Cabinet (W) _____ X (H) _____

C. Material of sign : _____

D. Material of sign base: _____ Dimensions of Sign's Base: (W) _____ X (H) _____

E Location of Sign: • Include a site plan of location of all proposed and existing ground signs and distance from property line and each other.

F. Landscape Plan: • Include a landscape plan around base of sign to meet standard expressed in Article 5.58 N.

Please complete this section on another application for more than one wall sign.

5. Billboards: Use this section for proposed Billboards

A. Dimension of sign: (W) _____ X (H) _____ • Include rendering of sign

B. Overall Height: _____ Measurement is from the ground to the top of sign.

C. Illumination of Sign: None Externally Illuminated

D. Material of sign: _____

E. Location of Sign: Include a site plan with the location of the Billboard and the distance from property line.

I certify that the information contained on this form is complete and accurate and the required supplemental information request above has been provided.

Signature of Applicant: _____ Date: _____

Additional Information:

Office Use Only

Application #: _____ Date Received: _____ Fee: _____ Released for Installation: Yes No