

Town of Munster SIGN PERMIT APPLICATION

Community Development ~ Building, Zoning & Code Enforcement ~ 1005 Ridge Rd. ~ Munster, IN 46321
Phone 219-836-6990 ~ Fax 836-6542 ~ Email @ communitydevelopment@munster.org

TYPE OR PRINT IN INK

PERMIT #: _____

**A PRE-INSTALLATION INSPECTION IS NOW REQUIRED ON ALL AWNING, BLADE, CANOPY, PROJECTING, PORCH, AND WALL SIGNS, AND ANY WINDOW SIGN THAT WILL BE INSTALLED ABOVE 6 FT FROM GRADE
~PLEASE SCHEDULE INSPECTIONS A MINIMUM OF 24 HOURS IN ADVANCE ~**

The undersigned certifies that the property owner of record authorizes the proposed work and that the undersigned has been authorized by the property owner to make this application as the authorized agent and agrees to conform to all applicable laws of this jurisdiction.

Authorized Signature: X _____ Date: _____

Applicant's Name: _____ Applicant's Title: _____

Email: _____ Phone #: _____

Sign Display Address: _____

Property Owner Name: _____ Phone #: _____

Property Owner Address (if different from above): _____

Tenant/Business Name: _____ Phone #: _____

Tenant/Business Owner Name: _____ Email: _____

PROPOSED PROJECT: _____ New Sign(s) _____ Reface _____ Relocation

SIGN TYPE (CHECK ALL THAT ARE BEING REQUESTED):

_____ Awning _____ Blade _____ Canopy _____ Directory _____ Large Projecting _____ Monument

_____ Outdoor Display Case _____ Plaque _____ Porch _____ Post _____ Sidewalk _____ Wall _____ Window

DETAILS:

Building Type: _____ Single Tenant _____ Internally Accessed Multi-Tenant _____ Externally Accessed Multi-Tenant

Building/Tenant Space primary frontage: _____ ft. Secondary frontage (if applicable): _____ ft.

Illumination: _____ Internal _____ External _____ Backlit _____ Non-Illuminated

Electric (if applicable): _____ Existing _____ New Circuit

TOTAL ESTIMATED COST OF PROJECT (MATERIAL & INSTALLATION): \$ _____

SUBMITTAL REQUIREMENTS – TO BE INCLUDED WITH PERMIT APPLICATION

- Detailed design drawings or photos of each sign to include: all materials, colors, dimensions, square footage (smallest single rectangle encompassing all lettering, devices or insignia and including any backer)
- Installation specifications to include mounting/hanging device and any electrical, all electrical elements are to be concealed from public view, any damage to the surface of the building must be restored concurrently
- Photo of building/tenant space elevation showing location of sign(s) and clearance
- Contractor agreement(s) that include labor and material cost for entire project

ADDITIONAL SUBMITTAL REQUIREMENTS FOR FREESTANDING SIGNS

- Scaled site plan showing location of sign(s) and distance from right-of-way (10' minimum)
- Landscape plan for monument sign(s), 3 ft perimeter planting required

~ PLEASE PROVIDE CONTRACTOR INFORMATION ON Pg. 2 ~

SIGN PERMIT APPLICATION

Sign Contractor: _____ Contact Name: _____

Address: _____ Phone #: _____

_____ Email: _____

Landscape Contractor: _____ Contact Name: _____

Address: _____ Phone #: _____

_____ Email: _____

Electrical Contractor: _____ Contact Name: _____

Address: _____ Phone #: _____

_____ Email: _____

Subcontractor: _____ Contact Name: _____

Specialty: _____ Phone #: _____

Address: _____ Email: _____

[FOR OFFICE USE ONLY]

Planning: (Approved / Denied) X _____ Title: _____ Date: _____

Building: (Approved / Denied) X _____ Title: _____ Date: _____

PERMIT FEE: \$ _____ **INSPECTION FEE: \$** _____ **TOTAL FEE DUE: \$** _____**Zoning Review Notes:****Additional Information:****~FOR SIGN STANDARDS, REFERENCE THE TOWN OF MUNSTER ZONING ORDINANCE~**