

Permit #

Sign Permit Application

Hendricks County Planning & Building
355 S. Washington Street Suite 212, Danville IN 46122
317-745-9255

All sign applications **MUST** be accompanied by the following items:

- * Two (2) copies of all plot plan showing the exact location, size and quantity of the proposed signs or advertising structures on the property with distances to lot lines and any buildings or structures. *Permanent Sign Applications must also include a legal description of the property.*
- * Two (2) copies of a detailed elevation drawing of the proposed signs with height, width, dept dimensions, and elevation of building including length of façade/façade tenants space. *Permanent sign applications must also include a detailed sign structural plan along with mechanical and electrical specifications of the proposed sign.*

Sign Location Information

Name of Business: _____ Zoning: _____ Lot: _____ Sec: _____
Address: _____ Subdivision: _____
Phone: _____ E-mail: _____
County Parcel: _____ State Parcel: 32- _____

Sign Contractor / Company

Name of Company: _____ E-mail: _____
Address: _____ Phone: _____
Contact Person: _____

Permanent Sign

Placement: ☐ Wall ☐ Pylon ☐ Pole ☐ Awning ☐ Monument ☐ Post ☐ Other _____
Lighting: ☐ Incandescent ☐ Fluorescent ☐ LED ☐ Neon ☐ Other _____
Existing Signs: ☐ Ground ☐ Wall ☐ Roof ☐ Pole ☐ Projecting ☐ Other _____
Height: _____ (Above Grade) Length of Store Front: _____
Dimensions: Height _____ x Width _____ = Sq Feet _____
Estimated Cost: \$ _____

* Landscaping required for monument signs 2:1 ratio. Zoning Ordinance Chapter 9.4(D)

**Address reflective plate on monument signs 6" minimum. Zoning Ordinance Chapter 9.11(C)

Temporary Sign

Placement: ☐ Post ☐ Wall ☐ Banner ☐ Other _____
Height: _____ (Above Grade)
Dimensions: Height _____ x Width _____ = Sq Feet _____
Dates Signs are to be Displayed: From: _____ Thru: _____

Affidavit of Applicant

- 1.) I understand that the review of this permit may take up to five (5) days.
- 2.) I have provided two (2) copies of a plot plan, including a legal description of the property, if applicable, showing the exact location of the proposed signs or advertising structures on the property with distances to lot lines and any buildings or structures.
- 3.) I have provided two (2) copies of a detailed elevation drawing of the proposed signs with height, width, and depth dimensions; along with structural drawings, mechanical, and electrical specifications of the proposed signs and tenant panel drawings, if applicable.
- 4.) Sign cannot be erected before a permit has been posted. If construction or placement of a sign occurs without a permit, the applicant must submit an application for that sign and will be subject to an additional review fee and possible fines.
- 5.) The building permit shall be posted in a conspicuous location, visible from the street, on the premises, and shall remain in place during the entire period of construction. **No inspection will be performed without a posted permit.**
- 6.) A re-inspection fee may be charged for all additional inspections, this fee must be paid prior to scheduling the re-inspection.
- 7.) The building permit becomes void if an inspection has not been done within a year.
- 8.) If any changes or deviations are made from the original application, a new building permit with payment of all applicable fees shall be required.
- 9.) The undersigned shall be responsible to schedule all building inspections.
- 10.) The undersigned owner or agent understands that the approval of this application does not constitute a privilege to violate any applicable governmental ordinances, codes, or laws. In addition, any omission or misrepresentation of fact, with or without the intention of the undersigned, or any alteration or change from revocation of any permit issued which was based on the approval of this application.

Applicant Information (I have read and agree with the above affidavit)

Applicant Name (Please Print)

Applicant Signature

Applicant Mailing Address

Date

City, State, and Zip Code

Telephone Number

Please Note

The sign standards and fees may be found on the Planning & Building Department page on the County's website. Go to www.co.hendricks.in.us and locate the "Government" tab. There, you will find Planning & Building Department. Locate "Ordinance and Documents" - under this tab, you will find the 2008 Zoning Ordinance. Located within this Ordinance is Chapter 9 Sign Standards and the 2009 Fee Schedule.

For Office Use Only

Sign Area: _____

Sign Type: _____

Date: _____

Application: ☐ Approved ☐ Denied

Fee Paid: _____

Reviewed By: _____

Receipt #: _____

Date: _____