

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:

- \* A copy of the 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.*
- \* A detailed copy of the 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 a copy of 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 a detailed copy of the 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 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 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](http://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: \_\_\_\_\_