



OFFICE USE ONLY	
Permit No.:	_____
Received:	_____

SIGN PERMIT APPLICATION

P.O. Box 1659, Huntington, WV 25717-1659
 Phone: 304.696.4438, Fax: 304.781.8350

*All applications to be submitted typed or legibly written in blue or black ink.
 A separate application must be completed for each proposed sign.*

I. APPLICANT INFORMATION		
Name: _____	Phone (Business): _____	(Cell) _____
Mailing Address: _____	Email: _____	
_____	_____	_____
City	State	Zip

II. PROPERTY INFORMATION		
Owner: _____	Phone (Business): _____	(Cell) _____
Mailing Address: _____	Email: _____	
Zoning: _____	_____	_____
Tax Map Number	Parcel Number	

III. SIGN INFORMATION	
<u>The following must be submitted with this application:</u>	
1. Site plan map drawn to scale. 2. Photo of proposed sign location showing the existing conditions. 3. Rendering of the proposed sign showing dimensions.	
Type of Sign (Check all that apply):	
<input type="checkbox"/> Awning	<input type="checkbox"/> Marquee
<input type="checkbox"/> Menu Board	<input type="checkbox"/> Pylon/Pole
<input type="checkbox"/> Window	<input type="checkbox"/> Directional
<input type="checkbox"/> Scrolling Message	<input type="checkbox"/> Sandwich Board
<input type="checkbox"/> Projecting	<input type="checkbox"/> Directory
<input type="checkbox"/> Construction	<input type="checkbox"/> Wall Sign (Figure A)
<input type="checkbox"/> Suspended	<input type="checkbox"/> Other:
<input type="checkbox"/> Changeable	
<input type="checkbox"/> Monument	
<input type="checkbox"/> Roof	
<input type="checkbox"/> Post/Panel	
Illumination:	
<input type="checkbox"/> Internal	<input type="checkbox"/> External
<input type="checkbox"/> No illumination	

III. SIGN INFORMATION (CONT'D)

FIGURE A. Square Footage (for wall signs only)

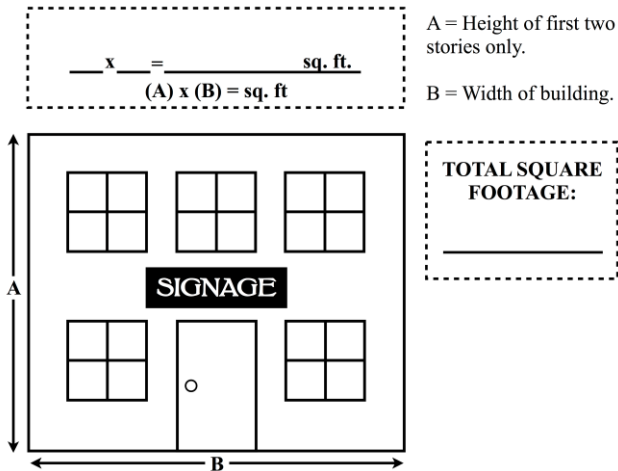
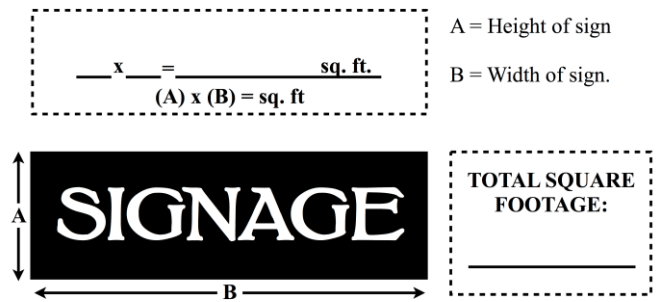


FIGURE B. Sign Dimensions



Total estimated cost (labor and materials): \$ _____

Company making sign: _____

Mailing Address: _____ Phone: _____

_____ City _____ State _____ Zip

IV. ATTEST

I, the undersigned, do hereby certify that I have read and examined this document and do certify that all information included therein is true and correct to the best of my knowledge, and I authorize the City of Huntington to investigate all statements or other information contained in this application form and any attachments submitted with it. I understand and agree that any misrepresentation, falsification, or material omission of information may result in denial of my permit. I will comply with all applicable laws and ordinances whether specified herein or not. I understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or performance of construction. I certify that all building requirements have been met, including wind load. Furthermore, I, the undersigned, do hereby agree to assume responsibility for any and all other liabilities which may arise or occur, including, but not limited to, any personal injuries or property damage, arising out of the use of said permit.

_____ Print name of applicant _____ Signature of applicant _____ Date

OFFICE USE ONLY

Approved

 Denied

 Requires Variance

_____ Planning Official _____ Date