



City of Ottawa

Community Development Department

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Sign Permit Application

Inspections: Please call for inspection 24 Hours in advance.

Required Attachments: Must be submitted with application.

1. Site Plan.
2. Drawing or photograph detail showing sign dimensions.
3. Elevation drawing or photo showing sign placement for **wall signs**.
4. **Pole signs** must have Kansas licensed stamped engineer designs for wind load, footing, and anchors.
5. **Ground signs** over 8 feet tall must have Kansas licensed stamped engineer designs for wind load, footing, and anchors.

Project Address: _____ Date: _____

Owners Information:

Name: _____

Address: _____
Address City State Zip Code

Phone No. _____ Cell Phone No. _____

E-Mail Address: _____

Names of Business: _____

Contractors Information:

Name: _____

Address: _____
Address City State Zip Code

Phone No. _____ Cell Phone No. _____

E-Mail Address: _____

Project Information:

Sign to be: Ground Sign Wall Sign Other: _____
 Non-Illuminated Illuminated (method) _____

Type of sign: Construct new sign
 Rework or replace existing sign

Sign to be constructed of: _____

Sign Area (square feet): _____ Wall Area (square feet, wall signs only): _____

Setback from property line: _____ Estimated Value: _____
(ground & pole sign)

Electrical work needed: Yes No

Electrical Contractor Name: _____

Address: _____ Phone No.: _____

The contractor certifies that the proposed work is authorized by the owner and the contractor is authorized by the owner to make this application as his agent.

Signature of Owner or Contractor: _____

Please Print Name: _____

For Office Use Only

Historical District approval needed: Yes No Historical Approval Received: _____

Flood Plain: Yes No (If yes, elevations need to be furnished) Elevations Received: _____

Approvals	Initial's	Date	Notes
Zoning	_____	_____	_____
Public Utilities	_____	_____	_____
Other	_____	_____	_____

Permit Fee: _____

Valuation: _____

Approved by: _____

Date: _____