

## **SIGN PERMIT PROCEDURES**

1. Submit completed Sign Permit application as well as six (6) copies of detailed drawings of the proposed sign. The drawings must show, **in complete detail**, the size of the sign, both height, width, and depth of letters, as well as the total square footage of the sign; support mechanism; color of sign, type of sign, and location of the sign. The application must also be accompanied by a letter of approval from the property owner/lessor or a signature from the property owner/lessor on the attached application. The non-refundable fee of \$80.00 for a permanent sign must accompany the application.

**If the application is not completed in its entirety and the required drawings do not contain all of the above noted information, the application will be deemed incomplete and will be returned.**

2. The Department of Public Works will review the proposed sign. When this review has been completed, City staff will notify the applicant. In the event the proposed sign does not comply with City ordinance, the applicant may request a variance. A sign variance(s) can only be granted for the size, location, and number of signs. Sign variances will not be granted for prohibited signs. Further information concerning variance procedures will be provided to applicant.
3. After approval is granted by the City of Crestwood, it may be necessary for the applicant to obtain an electrical permit and/or building permit from St. Louis County Department of Public Works before the sign can be installed.
4. All questions should be directed to the Department of Public Works by calling the Project Manager at 314-729-4724.
5. **A Contractor's Business License is required for all contractors that do not have a CRESTWOOD BUSINESS LICENSE.**



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Sign Permit Application

Application Fee \$80.00 (Cash or check due at time of application-non-refundable) Application Date: \_\_\_\_\_

WORK SITE ADDRESS: \_\_\_\_\_

Business Name or Tenant & Address: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Sign Company or Contractor and Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Style of Sign: Wall \_\_\_\_ Ground \_\_\_\_ Single-faced \_\_\_\_ Double-faced \_\_\_\_ Window \_\_\_\_ Pole \_\_\_\_ Other \_\_\_\_

Non-illuminated \_\_\_\_ Illuminated \_\_\_\_ Materials: Non-combustible \_\_\_\_ Plastic \_\_\_\_ Wood \_\_\_\_ Other \_\_\_\_

Color of Lettering: \_\_\_\_\_ Color of Return: \_\_\_\_\_ Other signs on building or property: \_\_\_\_\_

Sign Location: Ground \_\_\_\_ Wall \_\_\_\_ Window \_\_\_\_ Sign Dimensions: Height \_\_\_\_ Width \_\_\_\_ Depth \_\_\_\_

Please Note: Variance can only be granted for size, location, and number of signs. A variance cannot be approved for prohibited signs.

The owner hereby agrees to permit the City of Crestwood, through its agents, to enter on said real property for the purpose of removing said sign(s) as provided under the provisios of the Sign Ordinance of the City of Crestwood and waive and hold the City of Crestwood harmless from any damage to said real property and structure thereon occasioned by said removal.

Building Owner Name & Address: \_\_\_\_\_

\_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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Office Use Only

Variance needed / P&Z Date: \_\_\_\_\_ Approved as submitted \_\_\_\_ Approved with changes \_\_\_\_ Denied \_\_\_\_ or

Date to be resubmitted \_\_\_\_\_ Approved as resubmitted \_\_\_\_ Approved with changes \_\_\_\_ Final denial \_\_\_\_

Approval needed / P&Z Date: \_\_\_\_\_ Approved as submitted \_\_\_\_ Approved with changes \_\_\_\_ Denied \_\_\_\_ or

Date to be resubmitted \_\_\_\_\_ Approved as resubmitted \_\_\_\_ Approved with changes \_\_\_\_ Final denial \_\_\_\_

Permit #: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Note: A Contractor's Business License is required for all contractors that do not have a CRESTWOOD BUSINESS LICENSE.

Payment Section
Date Paid: \_\_\_\_\_ Payment Amount: \_\_\_\_\_
Payment: Cash \_\_\_\_ Check \_\_\_\_
Received By: \_\_\_\_\_
Variance needed: Yes \_\_\_\_ No \_\_\_\_
Contractor's Business License: \_\_\_\_\_