

Sign Permit Checklist

Sign Location:

1. The drawings shall depict clear and legible descriptions showing the location of the proposed sign.
2. The drawings shall give an indication of all existing signs on the same property.

Sign Construction & Design:

3. The drawings shall be dimensioned showing the proposed size of the sign area and height of the proposed sign.
4. Provide a description of the sign materials and colors.
5. If illuminated, how will the sign be illuminated?
6. Provide construction plans for the mounting of the sign.

Additional Requirements:

7. Landscaping plan shall be included on the plot plan.

Sign Measurements:

8. Sign area measured by multiplying the maximum vertical dimension by the maximum horizontal dimension = _____.
9. Sign height measured from grade or edge of R/W to the highest point of the sign = _____.

HANCOCK COUNTY PERMIT APPLICATION
Planning & Building / Surveyor / Health / Highway / Assessor

PERMIT TYPE (Circle): Cellular Facility / Change of Use / Commercial / Deck / Electrical / Garage /
Garage Enclosure / New Residence / Pole Barn / Pool / Room Add'n / Screened Porch / Shed / Sign /
Other _____

OFFICE USE: Flood Zone _____ Panel # 18059 _____ Erosion Fee _____
Zoning _____ Drainage Permit # _____ Septic Permit # _____ Driveway Permit # _____

OWNER/BUILDER INFORMATION: Owner of Parcel at Time Structure was Built _____ Date _____
Property Owner Name _____ Phone _____
Property Owner Address/City/Zip _____
Project Address / Location/City/Zip _____
Contractor Name _____ Phone _____
Contractor Address/City/Zip _____
Person Obtaining Permit _____ Phone _____
Address/City/Zip _____ Company Name _____

SITE/STRUCTURE INFORMATION: Estimated Cost: Structure _____ + Personal Property _____
Township Name _____ Parcel # _____
Legal Description _____ (Section _____ Township _____ Range _____)
Front Lot Width _____ Right Side Setback _____ Front Setback _____
Left Side Setback _____ Rear Setback _____ Acreage _____
Proposed Use of Building _____ Outside Dimensions _____
Exterior Construction Material _____ Structure Height _____ Foundation Type _____
No. Of Stories _____ 1st Floor SF _____ 2nd Floor SF _____ Floor Type _____
No. Of Bedrooms _____ No. Baths _____ Basement SF _____ Finished _____ Unfinished _____
Ceiling Height _____ Covered Porch SF _____ Garage SF _____ No. Of Cars _____

POOL (Circle): Above Ground / Below Ground / Concrete / Fiberglass / Steel / Underwater Lights / Filter / Liner
Heating – Gas or Electric / Fence / Covering / Safety Equipment / Average Depth _____

CELL TOWER: Type _____ ID # _____ Insurance Carrier _____

ELECTRICAL: Amps. _____ Power Co. _____ (Under ___ Above ___ Ground)