



**Sarpy County Planning and Building Department**  
**1210 Golden Gate Drive, #1240**  
**Papillion NE 68046**  
 Phone: 402-593-1555  
 Fax: 402-593-1558  
 www.sarpy.com

Business Hours 8 am – 4:45 pm M-F

**FOR OFFICE USE ONLY**  
 (Revised 9-1-13)

PERMIT # \_\_\_\_\_

Fee Collected \_\_\_\_\_

Zoning District \_\_\_\_\_ FP \_\_\_\_\_

## SIGN PERMIT APPLICATION

Address of project: \_\_\_\_\_ suite /space: \_\_\_\_\_

Name of business: \_\_\_\_\_

Legal Description: \_\_\_\_\_  
 (Lot No) (Subdivision)

Owner of Property \_\_\_\_\_  
 (Name) (Address) (City, State, Zip) (Phone)

Sign Contractor \_\_\_\_\_  
 (Name) (Address) (City, State, Zip) (Phone)

**\*\*\* A separate electrical permit is required for any electrical work completed \*\*\***

### NEW SIGN INFORMATION

All new sign applications require elevation views showing proposed signs with all dimensions shown: width, length or height above ground. Provide a site plan for detached signs showing setbacks to property lines and distance to other detached signs on same property or adjacent lots. Construction drawings are required for all pole signs showing footings and structural details sealed by a Nebraska licensed engineer. Please use one application for multiple signs under same ownership/address-use attachment if needed to show additional information. **\*\* Provide 3 (two in color) copies of all plans and one application. Please indicate size (SF) of sign(s) and type (wall, monument, pole or other) below.\*\* Provide a wall section for all wall mounted signs showing how sign is to be anchored to façade.**

Sign 1: SF/TYPE \_\_\_\_\_ Sign 2: SF/TYPE \_\_\_\_\_ Sign 3: SF/TYPE \_\_\_\_\_

Sign 4: SF/TYPE \_\_\_\_\_ Sign 5: SF/TYPE \_\_\_\_\_ Sign 6: SF/TYPE \_\_\_\_\_

**Additional Sign(s)** please attach a separate sheet with square footage and type.

**Total Area of building façade** (provide exterior wall area for individual tenant where sign is mounted) \_\_\_\_\_ sf **(Provide drawing for clarification)**

**Illuminated Sign**     **Electronic display sign** (no flashing signs permitted)     **Moving/Rotating/Animated Sign**

(Individual letters mounted on face of building count 50% of total area of sign) All other signs use exterior dimensions of sign. Only count area on one side of two sided sign.

### EXISTING SIGN INFORMATION

▶ Number and type of existing sign to remain in place: \_\_\_\_\_ Total Area: \_\_\_\_\_ sf

▶ Number and type of existing signs to be removed: \_\_\_\_\_ Total Area: \_\_\_\_\_ sf

**TOTAL SIGN VALUATION \$** \_\_\_\_\_ (Includes all labor and materials)

I hereby state that that the information submitted on this application is accurate and correct and that all work shall comply with county regulations. This building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to plans that effect area or scope of work shall be approved by the building official's prior to construction and may require another permit application. No work is authorized until this permit has been approved and issued.

**Applicant Name** (Print clearly): \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Name** (Print clearly): \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Person to answer questions regarding construction drawings and other code compliance issues.

The property shall comply with all applicable Sarpy County Zoning Regulations. All neighborhood covenants and easements are the responsibility of the builder of homeowner.

#### OFFICIAL USE ONLY (Notes on Reverse or Attached)

Street Frontage \_\_\_\_\_ Allowance \_\_\_\_\_ Used \_\_\_\_\_ Proposed: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_