

**City of Forks**  
**Application for Sign Permit**

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

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone: \_\_\_\_\_

Street address where sign will be located: \_\_\_\_\_

Will this sign replace any existing signs?       Yes                       No

What other signs do you currently have? \_\_\_\_\_

**Type of sign (check all that apply)**

Sign for church, school, public institution

On-premises free-standing commercial sign

On-premises rooftop sign

Projecting into the right of way

Sign for subdivision/development

Sign providing public service information

On-premises, flush-mounted sign

Off-premises sign: answer the following

Do you have any now?       Yes                       No

Where are they? \_\_\_\_\_

How many? \_\_\_\_\_

**Construction type (check all that apply)**

Wood based (frame, surface, supports)

Metal pole based

Signage with internal illumination

Signage illuminated with ground-based lights

Strobe lighting or audible sound used

Vinyl lettering applied to window

**Size of sign**

Overall height \_\_\_\_\_

Overall square footage  
of advertising area \_\_\_\_\_

**Installation (check all that apply)**

Permanent installation using foundation

Permanent installation using posts and concrete

Installation by professional sign company

Please provide a description of the sign.

Please provide a sketch, drawing, and/or plan specifications for the sign  
(If a professional sign company is used, attach a copy of their design drawings.)

Please provide a sketch, with measurements in feet, of the location where the sign will be placed. Include locations of other signs (yours and those of adjacent property owners), rights of way, and easements. If in a residential neighborhood/zone, note locations of all houses.

**Pursuant to City Ordinance, all applications for a sign permit shall be reviewed and a decision made within 10 days of receipt. Applicant will be required to pay a \$15.00 fee upon approval and expiration of appeal period.**

**DO NOT INSTALL YOUR SIGN UNTIL YOU HAVE AN APPROVED SIGN PERMIT FROM THE CITY**

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*For office use only*

Date application received by City: \_\_\_\_\_ Received by: \_\_\_\_\_

Approved     Not approved    By: \_\_\_\_\_    Date: \_\_\_\_\_