

**CITY OF VALLEY PARK**55 Crescent Avenue  
Valley Park, MO. 63088**(636) 225-5171****kberry@valleyparkmo.org**

# SIGN PERMIT / APPLICATION

**1 SETS OF PLANS 1 PDF COPY REQUIRED**

DATE: \_\_\_\_\_

☐ PERMANENT SIGN☐ TEMPORARY SIGN**OFFICE USE ONLY**

PERMIT NUMBER: \_\_\_\_\_

☐ FEE: \$ \_\_\_\_\_ BAL DUE: \$ \_\_\_\_\_☐ INSP. \$ \_\_\_\_\_ BAL DUE: \$ \_\_\_\_\_**OWNERSHIP INFORMATION**

SIGN ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

SUBDIVISION / SHOPPING CENTER: \_\_\_\_\_

PERMITTEE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CONTRACTOR INFORMATION**

NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PERMANENT SIGN INFORMATION**☐ GROUND ☐ CONSTRUCTION☐ WALL ☐ REAL ESTATE☐ DIRECTORY ☐ SUBDIVISION☐ OTHER: \_\_\_\_\_☐ ONE-SIDED ☐ TWO-SIDED

SIGN DIMENSIONS: \_\_\_\_\_ x \_\_\_\_\_

SIGN MATERIAL: \_\_\_\_\_

TOTAL HEIGHT FROM GROUND: \_\_\_\_\_ FT

ELECTRICAL CONNECTION? Y N

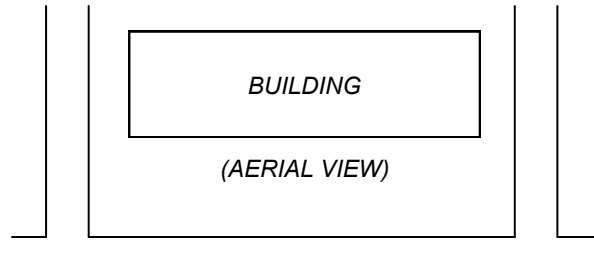
ELECTRICAL PERMIT REQUIRED: Y N

\_\_\_\_\_  
*Signature of Applicant***SITE INFORMATION**

~ Label the streets surrounding the property

~ Show the location of the sign on the site

~ Dimension—how far the sign will be placed from the curb.

**TEMPORARY SIGN INFORMATION**☐ BANNER ☐ INFLATABLE☐ MOVING ☐ FLAT☐ GROUND ☐ WALL☐ ONE-SIDED ☐ TWO-SIDED

SIGN DIMENSIONS: \_\_\_\_\_ x \_\_\_\_\_

SIGN MATERIAL: \_\_\_\_\_

TOTAL HEIGHT FROM GROUND: \_\_\_\_\_ FT

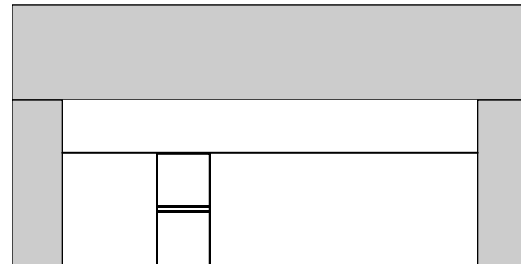
**DATES SIGN TO BE DISPLAYED:**

FROM \_\_\_\_\_ TO \_\_\_\_\_

REMOVED? Y N DATE: \_\_\_\_\_ INSP \_\_\_\_\_

**BUILDING INFORMATION**

~ Show the location of the sign on the sample storefront below, if applicable

**REVIEWED**\_\_\_\_\_  
Date**LACK OF REQUESTED INFORMATION ON THIS FORM MAY CAUSE DELAY OF ISSUANCE FOR THIS PERMIT.**