

Melstrom Inspections, LLC

Sign Building Permit Application

All of the following items noted below shall be submitted when applying for a building permit for a Sign Installation.

Reviewing and processing a permit application can take up to ten business days to complete once all the required documents have been received.

***Any forms required below can be found under the forms/applications tab on my website, melstrominspections.com*

- 1 A completed and signed building permit application, backside of this page. Contractors shall be licensed.
- 2 If you are the applicant who owns the project property address that will be completing the permit application, a signed cautionary statement will need to be submitted.
- 3 A site plan: A site plan is a bird's eye view of your property. The site plan shall include a North directional arrow, property lines, street(s), existing buildings, and the proposed sign location.
To be included in the site plan shall be the distances from the proposed project to all property lines, streets, and/or any other structures on the property.

Sign Application

Project Site Address	Town, Village, or City of:	Zip Code	Municipality
Owner's Name	Owners Daytime Phone	Parcel ID	
Owner's Mailing Address		Owner's Email	
Applicant's Name(If Different than owner)	Applicant Daytime Phone		
Applicant's Mailing Address		Applicant's Email	

Details about the Sign(s)

Provide documents, cut sheets, or plan indicating what will the sign display. This includes text and/or description of images.

This sign installation is:

- ☐ New
☐ Replace an existing
☐ Modify/Repair an existing
☐ Temporary

The sign will be:

- ☐ Ground mounted
☐ Pole mounted
☐ Installed onto a building

The sign will be:

- ☐ Internally illuminated
☐ Externally illuminated
☐ Will have no illumination

The dimensions of the sign are:

Width: _____
Length: _____
Thickness: _____
Sq. Foot/Inch: _____
Elevation above grade to the top of sign: _____

Project Value:
\$

General Contractor	Contact Name	Daytime Phone	
Mailing Address		Email	
Electrical Contractor	Contact Name	Electrical Contractor License	Daytime Phone
Mailing Address		Email	
Master Electrician	Master Electrician License Number		

By signing below, I vouch that I am: either the legal owner of the project property, an authorized agent for the legal owner of the project property, or a contractor who is in a contract with the legal owner of the project property. **I understand that I:** am subject to all applicable codes, laws, statutes, and ordinances, including those described on the cautionary statement; am subject to any conditions of this permit; understand that the issuance of this permit creates no legal liability, express or implied, on the state, municipality, building inspector, and/ or the inspectors authorized agent; certify that all the above information is accurate. I expressly grant the building inspector, or the inspector's authorized agent, permission to enter the premises for which the permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done.

SIGNATURE

OF APPLICANT _____

DATE _____