



SIGN PERMIT APPLICATION

Applications must be submitted with one original set of certified plans, computations and specifications. A sign permit must be obtained prior to starting any construction, alteration or placement of signages mentioned below. **It is the responsibility of the applicant to refer to the chapter 160 – Sign Regulations of the Code of Ordinances available at www.westburlington.org AND/ OR contact the City of West Burlington to determine if approvals are required.**

DETACHED SIGNS

A detached sign is a sign which is self-supporting and structurally independent from any building

Pole - a sign wholly supported by a stand-alone structure in the ground.

Ground - a billboard or similar type of sign that is supported by one or more uprights, poles or braces in or upon the ground other than a fin sign or pole sign.

Electric - any sign containing electrical wiring, but not including signs illuminated by an exterior light source

Billboard - a sign having more than 100 square feet of display surface, which is either erected and attached to the ground or attached to or supported by a building or structure for the purpose of supporting changeable billboard signs.

Banner - a sign made of fabric or other nonrigid materials with no enclosing framework.

ATTACHED SIGNS

An attached sign is a sign which is structurally connected to a building or depends upon that building for support

Awning – a sign printed on a temporary or movable shelter supported entirely from the exterior wall of a building and composed of nonrigid materials, except for a supporting framework.

Canopy – a sign on a permanent roof-like structure erected which is supported by the structure wall alone to provide shelter from the weather.

Projecting - a sign other than a wall sign, which projects from and is supported by a wall of building or structure

Roof - a sign erected upon or above a roof or parapet of a building or structure.

Wall - any sign attached to or erected against the wall of a building or structure, with the exposed face of the sign in a plane parallel to the plane of said wall.

MISCELLANEOUS SIGNS

Miscellaneous sign is any sign, pennant, valance or advertising display constructed of cloth, canvas, light fabric, cardboard, wallboard, inflatable or other light materials, with or without frames

Portable - A sign mounted on sandwich boards, trailers, vehicles or connected to vehicles.

Flag - a sign, pennant, placard, valance or advertising display or sign constructed of light fabric, plastic, cardboard, wallboard, plywood, paper or other light materials, with or without frames. Flag signs may be displayed continuously over 60 days in a calendar year.

Balloon - a transient sign consisting of graphics or any three-dimensional figure erected for the purposes of advertising, that is inflated with or supported by air or other gas.

Incidental - a small sign, emblem or decal informing the public of information (such as hours of operation, credit cards accepted, professional signs etc.) or that directs attention to a business, profession, product, service, or activity conducted, sold or offered on the same premises where the sign is located.

City of West Burlington
City Hall, 122 Broadway St.



Ph: (319) 752-5451
Fax: (319) 752-8425

SIGN PERMIT APPLICATION

ALL MEASUREMENTS ARE TO BE IN IMPERIAL UNITS

Location/ Address of Sign: _____ Application Date: _____

Applicant Name: _____ Phone: _____ Email: _____

Property Owner: _____ Phone: _____ Email: _____

DETACHED SIGN

T Y P E	<input type="checkbox"/> Pole	S I G N	Height: _____ ft.	Existing: _____ sq. ft.	
	<input type="checkbox"/> Ground		Width: _____ ft.		Proposed: _____ sq. ft.
	<input type="checkbox"/> Electric		Primary Frontage: _____ ft.		Allowed: _____ sq. ft.
	<input type="checkbox"/> Billboard		Secondary Frontage: _____ ft.		
	<input type="checkbox"/> Banner				
			<i>Total Area of Sign (Refer to the Sign Ordinance for maximum permitted area of sign)</i>		
			<div></div>		

ATTACHED SIGN

T Y P E	<input type="checkbox"/> Awning	S I G N	Height: _____ ft.	W A L L	15% of the wall area:	Total allowed signage on a building wall is 15% of the total wall area.
	<input type="checkbox"/> Canopy		Width: _____ ft.		_____ sq.ft.	
	<input type="checkbox"/> Projecting		Proposed: _____ sq.ft.		Proposed: _____ sq.ft.	
	<input type="checkbox"/> Roof		Allowed: _____ sq. ft.			
	<input type="checkbox"/> Wall					
			<i>In case of individual letters mounted to a wall, the total area within the outline enclosing the lettering, modeling or insignia of signs integral with the wall and not designed as a panel</i>			

MISCELLANEOUS SIGN

T Y P E	<input type="checkbox"/> Portable	S I G N	Height: _____ ft.	<input type="checkbox"/> 1 st issue date: _____	Permits are valid for 10, 15, 30, or 60 days for portable & balloon signs.
	<input type="checkbox"/> Flag		Width: _____ ft.	<input type="checkbox"/> Last issue date: _____	
	<input type="checkbox"/> Balloon		Total Area: _____ sq. ft.		
	<input type="checkbox"/> Incidental				
<i>Permits for portable signs (except when located in B-1) and balloon signs SHALL NOT exceed a total 60-day period per address in a calendar year. Flag and incidental signs may be displayed continuously over 60 days in a calendar year.</i>					

ENCROACHMENT

Is the sign located in, on, under or over a public right of way:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
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Include a sketch of your project stating distance from surrounding property lines, size of structure and location/distance from other existing structures if applicable. If a sign proposes to encroach the public right-of-way, the submitted site plan should also include all existing fixed features such as tree wells, sign posts, parking meters, fire hydrants, etc. within twenty-feet (20') of the encroachment area .

Comments: _____

CITY USE ONLY

☐ Approved

☐ Denied

SIGNATURE

Applicant: _____ Date _____

Building Official: _____ Date _____