



## Sign Renewal Application

(Incomplete applications will not be processed.)

(Applications must be legible)

Renewal Permit Fee-----\$25.00

Please Note: This permit application is for the renewal of temporary on-premises and off-premises development signs that are about to expire. The renewal permit shall be for a period of one year or until the development is 80% sold or leased.

APPLICATION DATE \_\_\_\_\_

PERMIT ID: SIG- \_\_\_\_\_

(For office use only.)

JOB ADDRESS \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

### Property Owner

Company Name:

Contact Person (responsible for maintenance and removal):

Address:

Phone Number:

Email Address:

Applicant Name (if different):

Applicant Phone Number:

Provide original permit number for this sign: \_\_\_\_\_

Please initial the following:

\_\_\_\_\_ The sign in place is the same as the sign that was approved under the above-mentioned permit.

\_\_\_\_\_ The sign is still in the same location that was originally approved under the above-mentioned permit.

\_\_\_\_\_ The development being advertised is less than 80% sold or leased.

\_\_\_\_\_ I have included a property owner permission form ("off-premise" signs only).

Please note that if approved, the expiration of the original sign permit will be extended by one year. Prior to expiration, a new "Sign Renewal Application" will need to be submitted for approval.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel any Federal, State, or local law regulating construction or the performance of construction. As the contractor or authorized agent for the contractor, I understand that it is my responsibility to adhere to the above timeframes.

---

Applicant's Signature

---

Applicant's Printed Name

---

**This section for office use only**

Approved by \_\_\_\_\_ Date \_\_\_\_\_