



DEVELOPMENT SERVICES DIVISION

620 SE MADISON | 3RD FLOOR | TOPEKA KS 66607 | 785-368-3704

SUBMIT ALL MATERIALS TO: DSDpermits@topeka.org

SIGN PERMIT APPLICATION

LOCATION/ADDRESS: _____

NAME OF BUSINESS(es) _____

IS PROPERTY ON THE REGISTER OF HISTORIC PLACES? YES NO

The undersigned hereby makes application to erect _____ (total number) sign(s) as specified herein, and does agree that the provisions of the sign ordinance will be complied with whether the same are specified herein or not.

TYPE OF SIGN(S): GROUND SIGN #() WALL SIGN #() POLE SIGN #()
TEMPORARY SIGN #() ROOF SIGN #() BALLOON SIGN#()
PORTABLE SIGN #()

WORK TO BE DONE: NEW SIGN REWORK/REPLACE SIGN FACE REPLACEMENT
IS SIGN ILLMINATED? YES NO IF YES, HOW? _____

APPLICATION SHALL INCLUDE THE FOLLOWING ATTACHEMENTS:

- 1. Aerial photo or site plan with location of sign(s) identified
2. Specification drawing (elevation view) including dimensions, materials, illumination method, colors and other relevant information. Plans to scale are preferred and are necessary under some circumstances. Identify scale on plan.
3. Description on site plan or documentation that existing signs to remain or those signs to be removed. For signs to remain, identify size of each sign. For freestanding signs, describe the size and height.
4. For freestanding signs include proposed setback (distance) from nearest property line.
5. For wall signs, projecting signs and other signs attached to buildings include a photo or building elevation drawing showing placement of sign(s) on the building. Include depth and size of sign, and distance from the building surface.
6. New, illuminated signs require an electrical inspection to be completed before installation.
7. Balloon signs may be placed four times a year for one week. Indicate date(s) the balloon sign will be flown: _____

Sign Company: _____ Address: _____

Phone: _____ Contact for permit & installation: _____ Email: _____

Requirements for sign installation & sign hangar contractor

- 1) Public liability insurance policy covering all operations of \$500,000 combined single limit for liability & property damage per Topeka Municipal Codebook Section 5.150.040
2) Plans & specifications including stress diagrams or tabulated stresses, dimensions, materials, & details of construction together with complete details showing methods of anchoring the proposed sign Topeka Municipal Codebook Section 18.15.050
3) Site plan showing location on property with dimensions to property lines

OWNER OF PROPERTY: _____

Address: _____ Phone: _____

Table with 5 columns: Category, Approval, Date, Disapproval, Date. Rows include Site, Water, Traffic, Historical Review (if applicable), Planning.

Zoning of Property _____ Review Comments: _____

By the execution of this application I consent to have City of Topeka personnel enter onto the premises legally described herein for the purpose of inspecting the premises for compliance with applicable City codes, during business hours.

X _____ Owner or Sign Hangar Contractor Signature