

SIGN PERMIT APPLICATION

Staff Use Only

Sign Permit Fee \$ _____

Elec Permit Required **Yes or No**

Elec Permit Received **Yes or No**

Approved by _____ Date _____

Date: _____

Subject Property Address: _____

Applicant Name: _____ Phone: _____

Address: _____

E-mail (required): _____

Sign Company (if different): _____ Phone: _____
(must have current Bonner Springs Occupational License)

Electrical Contractor: _____ Phone: _____
(must have current Bonner Springs Occupational License)

Record Property Owner: _____ Phone: _____

Sign Permit Fees

Permanent Signs

0-25 sq. ft. ----- \$30.00 per sign
25-100 sq. ft. ----- \$40.00 per sign
Over 100 sq. ft. ----- \$50.00 per sign
Sign Modifications (any size) ----- \$25.00 per sign

Illuminated Signs

Electrical contractor installation required
Electrical Permit required ----- \$100 permit fee per site visit

Temporary Signs – including Banners

Banner or Temp Promotion sign ----- \$10.00 per sign
Maximum display time is 30 days -- Maximum of four (4) display periods during a calendar year

Types of Signs -- Freestanding -- Wall – Canopy – Projecting – Temporary/ Banner

Type of Sign _____	Type of Sign _____	Type of Sign _____
Sq. ft. _____	Sq. ft. _____	Sq. ft. _____
Illuminated? Yes or No	Illuminated? Yes or No	Illuminated? Yes or No
Banner – Start Date? _____	Banner – Start Date? _____	Banner – Start Date? _____

Total number of signs: _____ **Total Square Footage:** _____

Note

Sign permits are valid for 180 days from the date permit is issued.
All work must be completed within that time frame.
Expired permits require re-application.

I hereby certify that the Information herein submitted is complete, true, and accurate, and that I have been advised of the Sign Regulations.

Applicant Signature: _____ Date: _____

Applicant Name (**Printed**): _____

Does Applicant have Permission from the Owner(s) to Apply for Sign Permit? Yes ___ No ___

If Requested, Can the Applicant Provide a Letter of Consent from the Owner(s)? Yes ___ No ___

Sign Regulations are available online and paper copies

Questions? -- Contact the City Planner at 913-667-1708

Submittal Requirements

_____ Completed and signed application – Signature of applicant and property owner’s consent are required

_____ Site plan or survey of the area for sign placement for all applications

_____ Scaled sign drawings are required for all sign types (except banners)

_____ Scaled building elevations are required for all **Wall, Canopy, and Projecting** signs

_____ Scaled site plan indicating sign location and setbacks is required for all **Freestanding** signs

_____ Engineered, signed, and sealed construction plans of all new **Freestanding** signs

_____ Check made payable to the City of Bonner Springs for application fee

_____ Occupational license of Sign Company

_____ Electric Permit Application with Payment (*if applicable*)

_____ Occupational license of Electrical contractor (*if applicable*)

Staff Use Only
App Rec'd by _____ Date _____
All Requirements included? Y or N