



Permanent Sign Application

INSPECTIONS
200 3rd St N
Fargo, North Dakota 58102
Phone: 701-241-1561
FAX: 701-476-6779
<http://www.cityoffargo.com>

To insure the accurate and efficient processing of this application, and to avoid errors and delays, supply all the relevant information. If you fail to provide completed, sufficient, and correct documentation there may be delays to the approval. Detailed plans, including site plan to scale or dimensioned, **must** be provided with this application. Please check the attached Sign Application Requirements.

Address of Proposed Sign: _____

Name of Applicant/Business for Proposed Sign: _____

Owner of Property: _____

Owner's Mailing Address: _____

Owner Contact: _____
(Phone/Fax Number and E-mail)

Licensed Sign Installer: _____

Address: _____

Installer Contact: _____
(Phone/Fax Number and E-mail)

Are there existing signs on this property? Yes No **If Yes, an Existing Sign Survey must be completed. See attached.**

Proposed Signage

New Sign Yes No
Off Premise Yes No
Electronic Message Center Yes No
Is Sign Illuminated Yes No
Adjacent to Interstate Yes No

Replacement Sign Yes No
Remodel Sign Yes No
Zoning District _____
Electrical Contractor name _____
Proposed Sign Height (above Street Grade) _____

Freestanding Sign:

Overall Height _____
Face Width _____
Face Height _____
Sign Square Feet _____
Material _____

Wall-Mounted Sign:

Which Wall of the Building _____
Wall Height _____
Wall Length _____
Sign Height _____
Sign Length _____
Sign Square Footage _____
Material _____
Projection from wall _____

Billboard Sign:

Overall Height _____
Face Width _____
Face Height _____
Sign Square Feet _____
Material _____

Should there be multiple signs, please provide detailed information for each sign on an attached sheet as necessary.

Reviews presuming to give authority to violate or cancel the provisions of this code or other ordinances of this jurisdiction shall not be valid. Adherence to provisions contained in any covenants or easements concerning this property are solely and exclusively the responsibility of the property owner.

I hereby acknowledge that this application is not a Sign Permit nor does it authorize the start of construction and that the plans and specifications for the above-referenced signage is a true representation for this proposed project.

Print Name _____ Signature of Applicant _____ Date _____ Received by _____ Date _____

Sign Application Requirements

It is the applicant's responsibility to provide the information listed so that the application and plans can be reviewed in a timely manner. If you fail to provide sufficient documentation there may be delays to your project.

Site Plan Requirements for Free-Standing Signs:

- a) north arrow and scale
- b) street names
- c) property lines
- d) property dimensions
- e) sight triangles
- f) existing and proposed buildings and other structures
- g) parking areas, drives, and curb cuts on the lot
- h) drive aisles and/or vehicle circulation areas
- i) location of existing sign(s)
- j) placement of proposed sign(s)
- k) sign location in relationship to property lines

Plan Requirements:

- a) the type of proposed sign(s)
- b) the area of all existing signs
- c) the area of proposed sign face(s)
- d) the total area of all signs
- e) sign dimensions, including height, width and depth of supporting structure(s)
- f) sign face design
- g) an elevation drawing of all proposed signs, to include dimensions and height above street grade for each face
- h) illumination specifications if any
- i) a photographic simulation of any signs fifty (50) square feet or larger; and
- j) if this is an off-premises sign and located along a state highway, North Dakota State Department of Transportation approval.

Plans for signs attached to a building must show:

- a) where you plan to have the sign attached to the building;
- b) the dimensions of the front wall of the building;
- c) the dimensions of the sign(s); and
- d) the dimensions of all other signs on this site (see attached Existing Sign Survey).

Notes

- It is illegal to install a sign without a permit except as allowed under the City of Fargo Sign Code.
- You must also get a wiring certificate through a licensed electrician if your sign will use electricity.
- All illuminated signs must meet the requirements of Chapter 12 of the City of Fargo Sign Code.

Existing Sign Survey

Existing Sign Survey for: _____
(Project Name)

Address or General Location: _____

I, _____ of _____
hereby certify that I have conducted a site inspection of the above-listed parcel or development and certify that the following signs exist on the development site as of the date indicated below. A map depicting the area surveyed is attached. The existing signs are as follows:

Sign Type*	Size (Dimension)	Illuminated?**	General Location***
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____

(Continue on back if necessary)

_____ No Signs Exist on Premise

* Sign types generally include fin, pole, ground, roof, wall, projecting, or a combination thereof.

** If the sign is internally illuminated, respond "yes". Otherwise, respond "no".

*** Please indicate on which wall or which side of the parcel the sign has been installed.

I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.

Signed _____ Print Name _____

Company Name _____ Date _____