

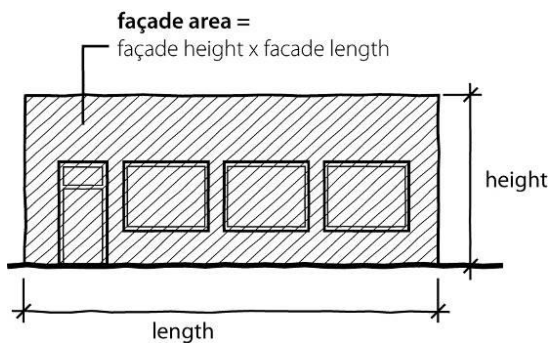
# City of Independence

## Permit Application for Permanent Signs Instructions

- The following requirements are from the Unified Development Ordinance (UDO) Section 14-504. For complete sign requirements please refer to the UDO.
- All sign companies erecting signs in the City of Independence must have a valid business license from the City.
- Any sign, other advertising structure, marquee, canopy or awning must be designed and constructed to withstand a wind pressure and dead loads as required in the International Building Code and/or other ordinances adopted by the City of Independence.

Wall Signs, Awning, Projecting Signs and Canopy Signs: The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, lighting and type of sign.
  - Building elevation(s) showing: building width, building height, façade area and the exact sign location(s). All information should be submitted with enough detail to be reviewed. Façade area should be calculated as shown.
  - A picture of the wall where the sign is to be affixed should be submitted.



### Freestanding Signs, Monument Signs, Pole Signs,

**Subdivision Entrance Signs and Directional Signs:** The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, lighting and type of sign.
- Site plan indicating the building, parking areas and street right-of-way as well as the proposed sign with dimensions to all property lines. All information should be submitted with enough detail to be reviewed.
- Engineer stamped footing detail.

The following regulations apply to freestanding signs:

- Signs are not permitted in the right-of-way.
- Landscape material must be installed around the base of the freestanding sign consisting of shrubs, flowers, and/or ground cover. The required landscaping area must be a minimum of 3 feet wide on all sides of the sign base.

**Submit the permit application, plans, and payment to:**

**City of Independence  
Building Inspections  
111 E Maple Ave  
Independence MO, 64050**



# Permanent Sign Permit Application

111 E Maple P.O. Box 1019 Independence, MO 64051

Phone: (816)-325-7401

Permit Number: \_\_\_\_\_

Application Date: \_\_\_\_\_

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**PROJECT AND APPLICANT INFORMATION (PLEASE PRINT)**

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Project Business Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contact's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**TYPE OF SIGN CONSTRUCTION**

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New Wall Sign – \$150.00

New Monument, Pole or Directional Sign – \$180.00

Reface Existing Sign – \$75.00

Replace Existing Sign – \$150.00

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**TYPE OF SIGN**

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**Wall, Awning, Projecting or Canopy Sign**

Sign Width: \_\_\_\_\_ feet    Sign Length: \_\_\_\_\_ feet    Sign Area: \_\_\_\_\_ sq ft

Wall Height: \_\_\_\_\_ feet    Wall Length: \_\_\_\_\_ feet    Wall Area: \_\_\_\_\_ sq ft

Building Elevation:     North     South     East     West

**Monument, Pole Sign (Western Independence only), Directional**

Sign Width: \_\_\_\_\_ feet    Sign Length: \_\_\_\_\_ feet    Sign Area: \_\_\_\_\_ sq ft

Height from ground to top of sign: \_\_\_\_\_ feet    Distance from street right-of-way: \_\_\_\_\_ feet

Distance from side property line: \_\_\_\_\_ feet

Landscaping Plan Provided:     Yes     No

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**ILLUMINATION**

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Illuminated\*

Non-Illuminated

\*The installation of wiring or other electrical apparatus shall be done by a licensed electrical contractor, including the replacement or maintenance involving disconnection/reconnection of wiring. Electrical signage and outline lighting shall be installed as per Article 600 of the 2011 National Electric Code.

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**APPLICANT**

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The applicant understands that this permit is issued only for the work described herein and included in the accompanying plans and specifications.

\_\_\_\_\_  
Applicant/Contact

\_\_\_\_\_  
Date