

**TOWN OF CLOVERDALE  
SIGN PERMIT APPLICATION  
CLOVERDALE BUILDING DEPARTMENT  
NUMBER \_\_\_\_\_**

I, \_\_\_\_\_, the undersigned, do hereby apply for a Sign Permit and agree that any construction, enlargement or alteration of any sign structure shall receive the proper permits and shall comply with and conform to all applicable laws of the State of Indiana and the Zoning Ordinance of Cloverdale, Indiana.

- I. All applications for a sign permit shall be accompanied by the following items:
- A. **Two copies** of a plot plan, including legal description of the property, certified by a registered Land Surveyor or Engineer showing the exact location of the proposed sign or advertising structure on the property with distances to lot lines and any homes, parks or other advertising structures in the vicinity.
  - B. Location of the right-of-way line or lines of adjoining highways, streets, alleys, and easements.
  - C. **Two copies** of a detailed structural plan showing an elevation drawing of the proposed sign with height, width and depth dimensions, along with mechanical and electrical specifications of the proposed sign.

II. APPLICANT  
 Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_

III. NAME OF BUSINESS AND LOCATION OF SIGN PLACEMENT  
 Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address: \_\_\_\_\_ Zoning District \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Owner of Business Property: \_\_\_\_\_

IV. CONTRACTOR ERECTING SIGN  
 Name of Firm \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_

V. SIGN INFORMATION

A. Type of Sign:	Advertising _____	Business _____	Ground _____	Wall _____
B. Placement:	Pole _____	Roof _____	Projecting _____	Other _____
C. Lighting:	Incandescent _____	Fluorescent _____	Other _____	
D. Height Above Grade:	_____			
E. Dimensions:	Single-Faced _____	Sq. Footage _____	Double Faced _____	Sq. Footage _____
F. Number of Existing Signs on Property:	Ground _____	Wall _____	Roof _____	Projecting _____
			Pole _____	Other _____

VI. **The Building Commissioner shall be notified at the following stages of construction for inspection prior to proceeding to the next stage of construction. 24 hour notice is required for an inspection. Inspections held Monday through Friday only.**

A. Plan review	Date _____	by _____
B. Structure location on lot by staking	Date _____	by _____
C. Footer inspection prior to the placing of concrete	Date _____	by _____
D. Electrical rough	Date _____	by _____
E. Frame inspection	Date _____	by _____
F. Final inspection	Date _____	by _____

**RED CARD (STOP WORK), GREEN CARD (STAGE OF WORK COMPLETED - CONTINUE)**

VII. **I certify the above information is true and correct to the best of my knowledge and by my signature below do accept this as a receipt for the following fee paid by me to the Town of Cloverdale.**

Applicant's Signature: \_\_\_\_\_ Sign Permit fee of \$ \_\_\_\_\_

Date of Application: \_\_\_\_\_ Issued this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Signed: \_\_\_\_\_  
 Building Commissioner

**NOTE:** Additional inspections may be required. The home owner and/or contractor will be responsible for all inspections to be called for.

**FEES ARE NON-RETURNABLE AND NON-REFUNDABLE.**