

# Application for Sign Permit

Permit # \_\_\_\_\_

Building & Safety Department  
555 S. 10th St., Room 203, Lincoln, NE 68508  
402-441-7521 FAX: 402-441-8214  
**24 HOUR INSPECTION LINE: 441-8213**

Permit Fees \$ \_\_\_\_\_

Job Address \_\_\_\_\_  
Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_  
Addition \_\_\_\_\_

Owner of Property/Building \_\_\_\_\_

<b>PERMANENT SIGNS</b>		
THE UNDERSIGNED SIGN CONTRACTOR HEREBY APPLIES FOR: _____		
		Tenant's Business Name _____
<b>TO:</b>	<b>SAID SIGN IS A:</b>	
<input type="checkbox"/> Construct	<input type="checkbox"/> Free-Standing Sign	<input type="checkbox"/> Pedestrian Marquee Sign
<input type="checkbox"/> Alter	<input type="checkbox"/> Off-Premise Sign (billboard)	<input type="checkbox"/> Projecting Sign
<input type="checkbox"/> Paint	<input type="checkbox"/> Painted Wall Sign	<input type="checkbox"/> Roof Sign
<input type="checkbox"/> Relocate	<input type="checkbox"/> Wall Sign (includes channel letters)	<input type="checkbox"/> Window Sign
<input type="checkbox"/> Face Change	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Mural
<input type="checkbox"/> Enlarge	<input type="checkbox"/> Marquee Sign	<input type="checkbox"/> Canopy Sign
<b>SUBMIT A SEPARATE SITE PLAN FOR POLE OR GROUND SIGN, INDICATING SETBACK FROM PROPERTY LINES.</b>		
Sign is illuminated? <input type="checkbox"/> YES <input type="checkbox"/> NO	Sign includes electronic message center? <input type="checkbox"/> YES <input type="checkbox"/> NO	_____
<b>Location on the Building:</b>		Area of Message Center _____
<input type="checkbox"/> North Wall <input type="checkbox"/> East Wall	<b>Sign Description</b>	
<input type="checkbox"/> South Wall <input type="checkbox"/> West Wall	Dimensions: _____ = Total Area: _____	
	Height of Free-Standing Sign _____	

<b>MOBILE SIGN/TEMPORARY SIGNS</b>	
THE UNDERSIGNED SIGN CONTRACTOR HEREBY APPLIES FOR: _____	
Business Name _____	
FOR: Number of Days _____	From _____ Through _____
Zoning: _____	Sign Setback: _____

<b>NOTICE</b>	The undersigned hereby agrees to comply in all respects with the provisions of the Outdoor Sign Code and Zoning Ordinance of the City of Lincoln and agrees to hold and save the City of Lincoln harmless from any damages arising from defective construction or disrepair of sign or damages from any sources arising from its erection, use of maintenance, and further agrees to assume all liability for damages from any cause as stated above.
<b>Sign Contractor</b> (Please PRINT COMPANY NAME) _____	Phone Number _____
<b>Sign Contractor Applicant</b> (Please PRINT) _____	
<b>Sign Contractor Signature</b> _____	Date _____

<b>OFFICE USE ONLY</b>	Footing: _____	Final: _____
Zoning: _____	<b>NOTES:</b>	
Front Yard Setback: _____		
In Front Yard: _____		
Out Front Yard: _____		
Max Size: _____		
Max Height: _____		
Spacing: _____		
Bldg. Line Dist: _____	Plan Review Approval: _____	Date: _____

# Lincoln Municipal Code

## 22.05.060 Fees and Inspection.

- (a) Permit fee. A sign permit fee shall be paid to the Department of Building and Safety for each permit in accordance with the fee schedule set forth below:

### SIGN PERMIT FEE SCHEDULE

#### Type of Sign Fee

Wall, awning, marquee, projecting and roof sign .....	\$ 80.00
Any wall, awning, marquee, projecting and roof sign less than 20 square feet .....	40.00
Free-standing sign .....	120.00
Mobile sign rental (each occurrence up to 60 days) .....	30.00
Face change .....	40.00
Temporary sign .....	30.00
Non-advertising Mural Project .....	20.00
Off-premise sign (billboard) .....	250.00
Reinspection/Re-review fee .....	35.00

Where work for which a permit is required by this title is started prior to obtaining a permit, the fees specified above shall be doubled; however, the payment of such doubled fees shall not relieve any person from fully complying with the requirements of this title.

Every permit issued under the provisions of this code shall expire by limitation and become null and void if the sign authorized by such permit is not erected, placed, relocated, constructed, or altered as the case may be within 120 days from the date of issuance of such permit. There shall be no refunds or credits given on permits which shall have expired. Permit holders returning a permit prior to the expiration date and applicants withdrawing their application prior to issuance of the permit shall be limited to a maximum refund amount of two-thirds of the original fee, with the remaining one-third to be used to pay the administrative costs in processing the permit. Any permittee holding an unexpired permit may apply for an extension of the time within which work may commence under that permit when the permittee is unable to commence work within the time required by this section. The building official may extend the time for action by the permittee for a period not exceeding 120 days on written request by the permittee. No permit shall be extended more than once.

- (b) Signs kept in repair. All signs, together with all of their supports, braces, guys, and anchors shall be kept in repair and in proper state of preservation. The display surfaces of all signs shall be kept neatly painted or posted at all times.
- (c) Inspections.
  - (1) Footing and site location inspections shall be required by the Building Official for all ground and pole signs.
  - (2) All permanently installed signs containing electrical wiring shall be subject to the permits and inspections of the electrical code, Title 23 of the Lincoln Municipal Code, and the electrical components used shall bear the label of an approved testing agency.
  - (3) All mobile signs containing electric wiring shall be subject to inspection and approval by the Building Official. (Ord. 16736 §4; February 13, 1995; prior Ord. 16430 §6; July 26, 1993).

## 27.69.030 (g) Electronic Message Centers.

In any nonresidential district, electronic changeable copy signs are limited to eighty square feet in sign area.

No message on an electronic message center sign shall be animated except for mobile signs and signs in the B-4 Zoning District pursuant to Section 27.69.030 (a) (11).

Such area shall be included as part of the permitted signage for the premise on which it is located.