

APPLICATION FOR SIGN PERMIT



BUILDING & SAFETY DEPARTMENT
555 S. 10th St., Suite 203, Lincoln, NE 68508
P: 402-441-7521

Permit # _____

Permit Fees \$ _____

Job Address _____ Suite _____

Legal Description: _____ Block _____

Addition _____

PERMANENT SIGNS

Owner of Property/Building
Previous Tenant/Use

THE UNDERSIGNED SIGN CONTRACTOR HEREBY APPLIES FOR: _____
Tenant's Business Name

TO:

- Construct
- Alter
- Paint
- Relocate
- Face Change
- Enlarge

SAID SIGN IS A:

- Free-Standing Sign
- Off-Premise Sign (billboard)
- Painted Wall Sign
- Wall Sign (includes channel letters)
- Awning Sign
- Marquee Sign
- Menu Board
- Projecting Sign
- Roof Sign
- Window Sign
- Mural
- Canopy Sign

SUBMIT A SEPARATE SITE PLAN FOR POLE OR GROUND SIGN, INDICATING SETBACK FROM PROPERTY LINES.

Sign is illuminated? YES NO Sign includes electronic message center? YES NO _____
Area of Message Center

Location on the Building:

- North Wall
- South Wall
- East Wall
- West Wall

Sign Description

Dimensions: _____ = Total Area: _____
Height of Free-Standing Sign _____

MOBILE SIGN/TEMPORARY SIGNS

THE UNDERSIGNED SIGN CONTRACTOR HEREBY APPLIES FOR: _____
Business Name

FOR: Number of Days _____ From _____ Through _____

Zoning: _____ Sign Setback: _____

NOTICE

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.

Sign Contractor
(Please PRINT COMPANY NAME) _____ Phone Number _____

Sign Contractor Applicant
(Please PRINT) _____

Sign Contractor Signature _____ Date _____

OFFICE USE ONLY

Zoning:	In Front Yard:	Max Height:
Special Permit:	Out of Front Yard:	Spacing:
Front Yard Setback:	Max Size:	Building Line Dist:
Notes:	Plan Review Approval:	Date:
	Footing:	Final:

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.