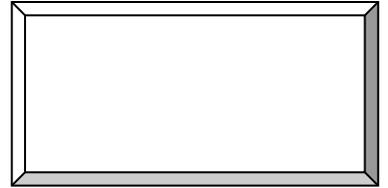


Please return form to:  
Community Development  
300 N New Ballas  
Creve Coeur, Mo. 63141



**CITY OF CREVE COEUR  
SIGN PERMIT APPLICATION / SIGN PERMIT**



For Office Use Only

Revised 12/29/15

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ + \$10.00 Processing Fee

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

**PLEASE PRINT ALL INFORMATION CLEARLY**

- Two copies of scale drawings are required per application.
- Site Plan is required for GROUND MOUNTED and REALESTATE signs.
- Provide the Building Owner's written approval for the proposed sign.

Applicant Name: \_\_\_\_\_ Contractor Y/N \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Address of Sign Location: \_\_\_\_\_  
 Name of Business: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Type of Sign (check all that apply)\***

\_\_\_\_\_ New \_\_\_\_\_ Sign Face Replacement  
 \_\_\_\_\_ Attached (channel letters) \_\_\_\_\_ Attached (cabinet) \_\_\_\_\_ Low Monument\*  
 \_\_\_\_\_ Temporary Banner\* \_\_\_\_\_ Construction/Development \_\_\_\_\_ Real Estate\*

**Sign Dimensions / Materials**

\_\_\_\_\_ Height \_\_\_\_\_ Height Above Grade \_\_\_\_\_ Steel \_\_\_\_\_ Aluminum  
 \_\_\_\_\_ Width \_\_\_\_\_ Internally Illuminated (yes/no) \_\_\_\_\_ Fabric \_\_\_\_\_ Stone/Granite  
 \_\_\_\_\_ Total Square Feet \_\_\_\_\_ Other \_\_\_\_\_ Wood \_\_\_\_\_ Brick/Masonry

**Sign Placement / Building Information\***

Sign to face \_\_\_\_\_ Street, between \_\_\_\_\_ Street  
 and \_\_\_\_\_ Street, facing \_\_\_\_\_ ( N, S, E, W ).  
 Width of Building or Tenant Space: \_\_\_\_\_ feet.  
 Date Permanent Sign to be Installed: \_\_\_\_\_  
 Date Temporary Sign to be Displayed\*\*: \_\_\_\_\_ to \_\_\_\_\_

**\*SEE PERMIT CONDITIONS ON REVERSE**

I (We) do hereby certify that the information provided in support of this permit application is true and accurate at the time of submittal. I also understand that errors and inaccuracies could delay or preclude issuance of the permit.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**PERMIT TERMS AND CONDITIONS**  
**Per Chapter 405 of the Zoning Ordinance Article VIII**

1. A **St. Louis County Electrical Permit** is required for all illuminated sign installations and alterations. The County permit (s) must be **on-site** at the time of inspection.
2. The sign must be measured and inspected by the city **prior** to installation. Underwriter's Laboratory (UL) identification labels should be clearly affixed to each unit.
3. The size and location of this sign may not deviate from the city-approved plans. All revisions must receive City of Creve Coeur & Property Owner authorization prior to inspection.
4. If a sign previously existed at this location, the display area must be fully repaired prior to the installation of any new sign(s).
5. The approved plan(s) must be on site and presented at time of inspection.
6. The size and location of this sign may not deviate from the city-approved plans. All revisions must receive City of Creve Coeur/Property Owner authorization prior to inspection.
7. Permits for REAL ESTATE signs expire 180 days from the date of issuance - sign to be removed at that time.
8. TEMPORARY BANNER permits are valid for three (3) weeks from the date of issuance - sign to be removed at that time.

**At least (2) property corners shall be located by Missouri Licensed surveyor in order to verify that the closest point of the sign is set back TEN (10) feet from the Right-of-Way. The footing/piers shall not be poured without this verification.**

Any violation, deviation, or noncompliance with these terms will cause revocation of this permit.

**All questions about other types of signs should be directed to the City Planner at 314-872-2501.**