

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

Approved: _____ Date: _____ Permit Fee: _____

Denied: _____ Permit Number: _____

\$25 Temporary
\$100 signs under 100 sq. ft
\$150 signs over 100 sq. ft.
See Fee Schedule for details.

PRINT ALL INFORMATION CLEARLY

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

Applicant: _____ select Contractor Owner Tenant Main Contact _____

Phone: _____ Fax: _____ Email _____

Address: _____ City, State, Zip _____

Sign Location: _____ Name of Business: _____

Contact Person: _____ Phone: _____

Email _____ Property Owner Approval: _____

Sign Contractor: _____ Email _____

Address: _____ City, State, Zip _____

Contact Person: _____ Phone: _____ Fax: _____

Type of Sign (check all that apply)*

New Real Estate* Low Monument* Temp. Banner* Sign Face Replacement

Construction/Development Attached (channel letters) (cabinet)

Sign Dimensions / Materials

_____ Height Steel Aluminum
_____ Width Height Above Grade Plastic Wood
 Internally Illuminated (yes/no) Fabric Stone/Granite
 Other Brick/Masonry

_____ Total Square Feet

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 _____

PLEASE NOTE: Sign inspections require 1-3 inspections.

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. ****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 from the Right-of-Way or property line. The footing/piers shall not be poured without this verification.

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

Call (314) 872-2521 or (314) 872-2501 to schedule a final inspection. The approved paperwork must on site for our inspector the day of the inspection along with a bucket truck/ladder if the sign has been installed off the ground.

All questions about other types of signs should be directed to the City Planner at 314-442-2087

Fee Schedule:

\$25: Temporary Signs:

- Temporary For Sale signs on Commercial Properties, where the sign will come down when the property is sold and/or with final occupancy
- Temporary Banners
- Incidental Signs.

\$100: Multi-Tenant Real Estate Signs, Wall Signs and Low Monument Signs under 100 square feet

\$150: Any sign over 100 square feet