



"Preserving Our Past, Enriching Our Present, Building Our Future"

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CITY OF JACKSON

APPLICATION FOR COMMERCIAL SIGN

PROPERTY OWNER:

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

APPLICANT REPRESENTATIVE:

Name: _____

Address: _____

City: _____

Phone: _____

Email: _____

BUSINESS LOCATION:

Address: _____

APN: _____

REQUIRED ATTACHMENTS:

1. A dimensioned, colored representation of the proposed sign. Identify the outer dimensions of the sign and the size (height) of all letters and logos. The representation should show the proposed color(s) as accurately as possible.
2. An elevation and plot plan of the storefront showing the proposed location of the sign. A clear photograph can substitute for the elevation.

3. For hanging signs – Submit a dimensioned design of the bracket or support for the hanging sign.
4. For businesses with multiple signs (existing or proposed) please provide the dimensions of all signs (including window signs) along with the length of the building with street frontage.
5. For pole mounted signs or signs with illumination, please attach a completed Building Permit Application with drawings showing electrical design, footings, materials, etc.
6. The Sign Permit Application processing fee is \$25 unless the proposed signage requires a Building Permit; then the fee will be based on estimated cost of sign construction.

I attest under penalty of perjury to the truth and correctness of all facts, exhibits, maps, and attachments presented with and made a part of this application.

Signed: _____
Property Owner Date

(A property owner’s representative can sign if the property owner provides a consent letter)

FOR OFFICIAL USE ONLY	
PLANNING APPROVAL _____	DATE _____
BUILDING OFFICIAL APPROVAL _____	DATE _____
COMMENTS/CONDITIONS _____	

