PERMANENT SIGN PERMIT APPLICATION
FORT SMITH, ARKANSAS

ONE SIGN PER APPLICATION

THE APPLICANT:

a). Shall obtain a Sign Permit Application from the City Planning Department or the City Building Department.

b). Shall fill out the application form and submit it along with installation plans to the Planning Department, room 331, or Building Department, room 405 of the Stephens Building, 623 Garrison Ave.

c). **The application must be complete** in order for the City to review its contents.

d). The applicant shall contact all the utility departments to verify utility locations.

e). If the sign is along a state highway, the applicant shall contact the highway department for their approval.

f). Questions concerning sign regulations, contact the Planning Department at 784-2216.

THE APPLICATION WILL BE:

a). Checked by the City Planning Department to determine if the proposed sign will comply with the City Zoning Ordinances.

b). Checked by the City Building Inspector to determine if the proposed sign will comply with the City Building Codes.

c). If the structure and plans comply with the above mentioned requirements, the applicant will be notified so that they may obtain the sign permit.

THE APPLICANT SHALL PLACE THE PERMIT CARD ON THE SITE BEFORE BEGINNING CONSTRUCTION.

IF WORK BEGINS BEFORE OBTAINING PERMIT, THE PERMIT FEE WILL BE DOUBLED!

SIGN PERMIT APPLICATION
FORT SMITH, ARKANSAS

Name of Business: _____

Site Address: _____

Date: _____

PROPERTY INFORMATION AND CONSTRUCTION PLANS:

LEGAL DESCRIPTION: (call the County Tax Assessor at 783-8948)

Lot: _____ Block: _____ Subdivision Name: _____

*Attach metes & bounds description (if applicable)
Also include a site plan drawing showing all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations.

OR

The plans shall contain a certified land survey stamped by a licensed surveyor in the State of Arkansas. The drawing shall indicate all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations. See Sample Site Plan attached to rear of application.

NEW SIGN INFORMATION:

On site sign: yes no Off site sign: yes no

TYPE OF CONSTRUCTION:

Erect new sign and new pole:	yes	no			
Erect new sign on existing pole:	yes	no			
Erect new wall sign:	yes	no			
Erect new projecting sign:	yes	no			
Erect new ground sign:	yes	no			
Erect new roof sign:	yes	no			
Change sign faces only:	yes	no	wall	pole	ground sign
Fabric or awning sign:	yes	no			

SIGN DESCRIPTION:

ONE SIGN PER APPLICATION

Height of sign: _____

Length of sign: _____

Square footage: _____

Height to the bottom of sign: _____

Height to the top of sign: _____

Illuminated: yes no

Flashing: yes no Electrician: _____

Revolving: yes no

Estimated cost of sign and erection: _____

The proposed sign will have supports made of: Wood Metal Masonry Other

*If other specify: _____

The proposed sign will have a display made of: Wood Metal Plastic Other

*If other specify: _____

INSPECTIONS REQUIRED:

a). **Foundation** - This is made after the footing has been excavated, all reinforcing steel in place, and before the concrete has been placed.

b). **Electrical** - The City Ordinance requires that the final connection to the sign be made by a **ELECTRICIAN** licensed and bonded in the City of Fort Smith.

c). **Final** - This is made when the sign has been completed, and the above inspections have been made.

SIGN PERMIT REVOCABLE:

All rights and privileges acquired under the provisions of this ordinance or any amendment thereto, are mere license revocable at any time by the Building Official and such sign permits shall contain this provision.

EXISTING SIGN INFORMATION

Include ALL existing signs including portable signs, banners, gasoline, soft-drink & beer price signs, directional signs, etc.. **Omitted information will delay approval of this application.**

TYPE (pole, wall)	LEGEND (what sign says)	HEIGHT	WIDTH	SQUARE FOOTAGE

OWNER OF PROPERTY:

Name: _____

Address: _____

City, State: _____

Phone: _____

LESSEE:

Name: _____

Address: _____

City, State: _____

Phone: _____

SIGN CONTRACTOR:

Name: _____

Address: _____

City, State: _____

Phone: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

_____ _____

Authorized Agent Date

ZONING: APPROVED:_____ DENIED:_____ ZONE:_____

_____APPROVED AS NOTED:_____

BUILDING: APPROVED:_____ DENIED:_____