



# SIGN PERMIT APPLICATION

## TOWN OF JACKSON

Planning & Building Department • 150 E. Pearl Avenue  
PO Box 1687 • Jackson, WY 83001  
307.733.0440 • Fax 307.734.3563  
townofjackson.com

**In order to process this application in a timely manner, please fill out all pertinent information. For specific questions regarding this application, please contact the Planning Department staff.**

Business Address: \_\_\_\_\_

Business Contact Information:

Name \_\_\_\_\_

Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_

Is this a multi-tenant building? Yes/No Name of building: \_\_\_\_\_ Number of Tenants \_\_\_\_\_

Length of building frontage in linear feet: \_\_\_\_\_

How many signs are you planning to erect? \_\_\_\_\_ Temporary or Permanent? \_\_\_\_\_

If temporary, banner can be displayed up to two weeks. Dates of display: \_\_\_\_\_

**Please fill out the following information completely. See the following page for an explanation of the requirements below.**

### Sign 1

Type: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Total square feet: \_\_\_\_\_

Height: \_\_\_\_\_

Clearance: \_\_\_\_\_

Setback- curb: \_\_\_\_\_

Setback- property line: \_\_\_\_\_

Setback- utility lines: \_\_\_\_\_

Background color: \_\_\_\_\_

Background material: \_\_\_\_\_

Letter/Logo color: \_\_\_\_\_

Letter/Logo material: \_\_\_\_\_

### Sign 2

Type: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Total square feet: \_\_\_\_\_

Height: \_\_\_\_\_

Clearance: \_\_\_\_\_

Setback- curb: \_\_\_\_\_

Setback- property line: \_\_\_\_\_

Setback- utility lines: \_\_\_\_\_

Background color: \_\_\_\_\_

Background material: \_\_\_\_\_

Letter/Logo color: \_\_\_\_\_

Letter/Logo material: \_\_\_\_\_

### Sign 3

Type: \_\_\_\_\_

Dimensions: \_\_\_\_\_

Total square feet: \_\_\_\_\_

Height: \_\_\_\_\_

Clearance: \_\_\_\_\_

Setback- curb: \_\_\_\_\_

Setback- property line: \_\_\_\_\_

Setback- utility lines: \_\_\_\_\_

Background color: \_\_\_\_\_

Background material: \_\_\_\_\_

Letter/Logo color: \_\_\_\_\_

Letter/Logo material: \_\_\_\_\_

For all **permanent signs**, please attach a drawing that includes the following information;

- Site plan with property boundaries and building footprints,
- Location of each sign in relation to site plan,
- Illustration of each sign that includes dimensions, colors, materials and type of sign.
- Structural details & installation specifications

For all **freestanding** signs, include detailed structural specifications stamped by a licensed engineer.

For all signs with **lighting**, include detailed specs for the lighting.

## Key to Sign Requirements

**Type:**

Banner Sign. An advertising sign intended to be hung either with or without a frame possessing characters, letters or ornamentations applied to paper, plastic or fabric.

Canopy or Marquee Sign. A sign attached to or constructed in or on a canopy or marquee (see example below).

Freestanding Sign. A sign erected on a freestanding frame, mast or pole, not attached to a building.

Projecting Signs. A sign, other than a wall sign, which is attached to and projects from a structure or building face.

Roof Sign. Any sign placed or painted above the roof or parapet wall of a structure.

Temporary or Portable Sign. Any sign that is not permanently attached to the ground or a building. This shall include, but not be limited to, all devices such as banners, pennants, flags (not intended to include flags of any nation), searchlights, twirling or sandwich board signs, sidewalk or curb signs, balloons, air or gas filled figures, and signs on wheels.

Wall Sign. Any sign attached to, painted on, or installed upon a wall of a building, with the exposed face parallel to the building wall and/or parapet.

**Dimensions:** Length, height, and width in inches.

**Total Square Feet:** Calculate length times height of each sign.

**Height:** Height of sign from base, where sign meets grade, to the very top of the sign.

**Clearance:** Height from ground to bottom of sign.

**Setback:** Setbacks are measured from either back of curb, property line or edge of utility line to edge of closest portion of sign.

---

---

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.

---

Signature of Owner or Authorized Agent

Date

---

---

**OFFICE USE ONLY:**

Sign District: Square Overlay \_\_\_\_\_ General \_\_\_\_\_ Master Plan \_\_\_\_\_

Total Amount of Signage Allowed for Business \_\_\_\_\_

Total Amount of Signage Proposed for Business \_\_\_\_\_

Amount Left Over for Future \_\_\_\_\_

Structural Review \_\_\_\_\_ Public Works Review \_\_\_\_\_

Approved By \_\_\_\_\_ Permit No. \_\_\_\_\_

Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Permit No. \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_