

Title 17 - SIGNS AND BILLBOARDS

CHAPTER 17.12 - PERMITS

Article I. - Application Procedure

17.12.010 - Permit required.

- (A) It is unlawful for any person, firm or corporation to:
- (1) Place any ground-supported advertising sign or to paste, print or in or in any manner whatsoever place or attach to any building, fence, gate, bridge, rock, tree, board, structure or anything whatsoever; or
 - (2) Rest or lean against any motor vehicle or trailer or, except as provided in Subsection (B) of this Section, to affix to any motor vehicle or trailer, except a commercial vehicle which is used for the public transportation of passengers, within the limits of any street or alley, or on private property within the setback distances herein set forth, any written, printed, painted or other outdoor commercial advertisement, bill, notice, sign, picture, card or poster, without first obtaining permit therefor from the Department of Building and Safety upon the approval of the Department of Community Planning and Development.
- (B) No such permit shall be required to affix an advertisement, bill, notice, sign, picture, card or poster to a vehicle if such advertisement, bill, notice, sign, picture, card or poster does not:
- (1) In the case of a motor vehicle, tend to impair the vision of an operator thereof, does not project more than two inches from either side or beyond the front or rear bumper of the vehicle or extend more than six inches above the roof or cab thereof; or
 - (2) In the case of a trailer, does not extend more than two inches from either side or either end thereof or the height of which does not exceed six feet above the surface upon which the trailer is resting.
- (C) Nothing in this Section shall be construed as to prevent the posting or maintaining of any notices required by law to be posted or maintained, the placing or maintaining of street or highway signs, or signs used to advertise business conducted on the property where the sign is erected, provided the structural details are approved by the Department of Building and Safety.

(Ord. 3124 § 1, 1984: Ord. 233 § 2, 1938)

17.12.020 - Submission of drawings and specifications.

No sign shall be started, placed or rebuilt or increased in size without first obtaining a permit to do so. In making application for permit, sufficient drawings and specifications shall be submitted to the Building Inspector for checking and approval. Acceptance must be had from both the Building and Electrical Inspector before a sign is erected.

(Ord. 233 § 12(b), 1938)

17.12.030 - Information required.

Permits for the erection, installation, repair, alteration or moving of signs of the nature set forth in this Division shall be secured by application to the Building and Safety Department of the City on forms provided which shall contain, or have attached thereto, the following information:

- (A) Name and address of the lessee or purchaser of the sign or owner of the building, structure, lot or premises;
- (B) Location of building, structure, lot or premises to which or upon which the sign or other advertising structure is to be attached, erected, or maintained, with respect to the property lines, setbacks and curb, and nearby buildings, signs and structures;
- (C) Name and address of person, firm or corporation and/or association erecting or maintaining the sign or advertising structure;
- (D) Two copies of blueprint or sketches of the plan or specifications showing method of construction and attachment to building, lot, structure or premises;
- (E) Copy of stress sheets and calculations showing the structure is designed for dead load and wind pressure in any direction in the amount required by the ordinances of the City or as requested by the Building Official;
- (F) City zone classification;
- (G) Any electrical permit required and issued for the sign or structure;
- (H) Valuation of sign or structure;
- (I) Such other information as the Building Official shall require to show full compliance with this and all other laws and ordinances of the City; and
- (J) Statement to the effect that the permit is revocable should the sign be abandoned or allowed to become unsafe or dangerous, or otherwise condemned, and that the owner will at all times maintain the sign in safe condition and will remove same if abandoned.

(Ord. 899 § 3 (1), 1961: Ord. 522 § 1, 1953: Ord. 233 § 3 (part), 1938: prior code § 4-6-3 (A))

17.12.040 - Issuance to authorized persons—Electrical permit required when.

- (A) Permits for the erection, installation, repair, alteration or relocation of any sign within the City limits shall be issued by the Department of Building and Safety to electrical sign or outdoor advertising contractors authorized and licensed by the City and the State. Applications must show contractor's State and City license numbers before permit shall be issued. In the case of electrical, neon, gas tubing, fluorescent and other types of illuminating signs, if necessary, the application must be accompanied by an electrical permit issued by the Electrical Inspector of the Department of Building and Safety, also, to show the name and City license number of the master neon electrician or master electrician making or supervising the connection of the electrical service to the sign.
- (B) All permits required by this Division must be obtained by the person or firm doing the work prior to any work being done on the actual installation, including excavating, building preparation or any work whatsoever which is necessary for the sign installation.

(Ord. 899 § 3 (2), 1961: prior code § 4-6-3 (B))

17.12.050 - Time limit of permit.

If work is authorized to be done under a sign permit, and work is not begun within one hundred eighty days from date of issuance, such permit becomes null and void, and the fee there for by the applicant is forfeited if a refund is not applied for within this period. If new application is made thereafter, full permit fees will be required.

(Ord. 899 § 3 (3), 1961: Ord. 233 § 12 (c), 1938: prior code § 4-6-3 (C))

17.12.060 - Correction of errors.

The issuance or granting of a sign permit shall not prevent the Building Official from requiring the correction of errors, and the Building Official is authorized to stop any sign or advertising structure installation which is being carried on in violation of this Division or any ordinances in the City.

(Ord. 899 § 3 (4), 1961: Ord. 233 § 12(d), 1938: prior code, § 4-6-3 (D))

17.12.070 - Payment of double permit fees required when.

Any person, firm or corporation who commences any sign or billboard erection, installation or relocation for which a permit is required by this Division without first having obtained a permit therefor, shall, if subsequently permitted to obtain a permit, pay double the permit fee fixed by this Division for such work; provided, however, that the provisions shall not apply to emergency work when it shall be proved to the satisfaction of the Building Official that such work was urgently necessary and that it was not practical to obtain a permit therefor before the commencement of the work. In all such cases a permit must be obtained as soon as it is practical to do so and if there is any unreasonable delay in obtaining such permit, a double fee as provided in this Section shall be charged.

(Ord. 899 § 15 (4), 1961: prior code § 4-6-22 (part))

17.12.080 - Ground sign permits.

No permit shall be issued for a ground sign in excess of seven hundred twenty square feet in size unless approved by the Director of Building and Safety.

(Ord. 1179 § 7, 1965: Ord. 624 § 2(part), 1954: Ord. 522 § 3(part), 1953: prior code § 4-6-14)

17.12.090 - Moneys apportioned to General Fund.

The money collected for permits to erect and maintain signs as herein provided shall be apportioned to the General Fund of the City.

(Ord. 233 § 5, 1938: prior code § 4-6-23)

Article II. - Fees

FOOTNOTE(S):

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Note—Prior history: Ords. 624 §§ 1, 2; 522 §§ 2, 3; 233 § 3 (part).

17.12.100 - Payment to Department of Building and Safety.

Permit fees for the erection, construction, repair, alteration or moving of any sign or billboard shall be paid to the City through the Department of Building and Safety according to Sections 17.12.110 through 17.12.140.

(Ord. 1504 § 1 (part), 1971: Ord. 899 § 6 (1), 1961: prior code § 4-6-6 (part))

17.12.110 - Surface area less than twenty-five square feet.

The fee for any sign less than twenty-five square feet of displayed surface, regardless of the type and shape of such sign, shall be a minimum five dollars.

(Ord. 1504 § 1 (part), 1971: Ord. 899 § 6 (1) (A), 1961: prior code § 4-6-6 (A))

17.12.120 - Based on valuation.

The fee for signs or decorative surfaces and other advertising displays or devices which are not included under any other Section of this Article shall be based upon their valuation using the permit fee schedule of the Building Code.

(Ord. 1504 § 1 (part), 1971: Ord. 899 § 6 (1) (B), 1961: prior code § 4-6-6 (B))

17.12.130 - Temporary political signs.

The fee for temporary political signs installed for normal campaign time and within the primary or general election shall be twenty-five dollars per candidate regardless of the number of signs posted.

(Amended Note during 6-03 supplementation by request of the City; Ord. 1504 § 1 (part), 1971: Ord. 899 § 6 (1) (C), 1961: prior code § 4-6-6 (C))

17.12.140 - Valuation table.

Permit fees for signs other than those specified in Sections 17.12.110 through 17.12.130 shall be based upon their valuation. The valuation of a sign for purposes of Sections 17.12.110 through 17.12.130 shall be determined from the following table and permit fee shall be based on the permit fee schedule of the Building Code for each separate sign:

Valuation Table

Sign Type	Valuation per Square Foot of Display Area Height Zone*		
	A	B	C
Billboard—Nonelectrified			
1. Single-faced freestanding	\$ 4.00	\$ 6.00	\$8.00
2. Single-faced marquee or projecting	5.00	7.00	9.00
3. Double-faced or V-type freestanding	6.00	8.00	10.00

4. Double-faced or V-type on roof, marquee or projecting	8.00	10.00	12.00
Neon or Other Electrified			
1. Single-faced	12.00	14.00	16.00
2. Double-faced	16.00	18.00	20.00

* Height Zone. Dimension for classifying height zone A, B or C shall be taken as a distance between the ground elevation and the highest point of displayed surface:

A = up to 30' 0"

B = over 30' 0" up to 50' 0"

C = over 50' 0"

(Ord. 1504 § 1 (part), 1971: Ord. 899 § 6 (1)(D), 1961: prior code § 4-6-6 (D))