



**APPLICATION FOR SIGN PERMIT
CITY OF JACKSON
DEPARTMENT OF PLANNING AND DEVELOPMENT
SIGN AND LICENSE DIVISION
200 S. PRESIDENT STREET-JACKSON, MS 39201
601-960-1154**

DATE RECEIVED IN OFFICE:

| | | | |
|---|--------------------------|---|--|
| CONTRACTOR/ERECTOR: | | LOCATION/ADDRESS OF SIGN: | |
| Name _____ | | Business Name _____ | |
| Address _____ | | Business Address _____ | |
| City _____ State _____ Zip _____ | | Owner's Name _____ | |
| Phone _____ | | Phone _____ | |
| Bonded and Insured Yes <input type="checkbox"/> No <input type="checkbox"/> | | Privilege License # _____ | |
| City of Jackson Privilege License # _____ | | | |
| GROUND-MOUNTED: | BUILDING-MOUNTED: | TYPE OF LIGHTING: | |
| Overall Height _____ | Height _____ | Internal <input type="checkbox"/> External <input type="checkbox"/> | |
| Height _____ | Length _____ | UL# _____ | |
| Length _____ | Square Footage _____ | Sign Material Type: _____ | |
| Square Footage _____ | Wall Area _____ | | |
| Wind Pressure _____ | | | |
| Billboard <input type="checkbox"/> | | | |
| WORDING ON SIGN(S): | | ZONING CLASS: _____ | |
| _____ | | Date Inspected: _____ | |
| _____ | | APPROVED <input type="checkbox"/> | |
| _____ | | DISAPPROVED <input type="checkbox"/> | |
| _____ | | | |
| _____ | | | |
| Temporary Banner <input type="checkbox"/> Plot Drawings <input type="checkbox"/> Sign Drawings <input type="checkbox"/> | | | |

I hereby certify that I have read this application and that all information contained herein is true and correct; that I agree to comply with all City Ordinances, Codes, and State Laws regulating sign construction; that I am the owner or authorized to act as the owner's agent for the herein described work.

Applicant's Signature

Date

Sign and License Division Manager



SIGN PERMIT REQUIREMENTS

- (1.) APPLICATION FILLED OUT**
- (2.) DRAWINGS OF THE SIGN(S)**
(Whether Building mounted or ground mounted/free standing)
- (3.) DIMENSIONS OF THE SIGN(S)**
Square footage of building mounted. Square footage and overall height if ground mounted/free standing)
- (4.) A PLOT DRAWING OF THE PROPERTY**
(Showing streets, buildings, setback of sign(s) and placement of the sign(s))
- (5.) ZONING APPROVAL**
(Located on 2nd floor of the Warren Hood Building)

SIGN PERMIT PROCEDURES

1. Application is filled out by applicant. Name and address of business, sign dimensions and locations, owners name and address, and any drawings accompany the application.
2. The application is taken to the Zoning.
3. Applicants are then, usually, directed to the division manager, or other personnel, for explanation of process and possible pre-approval. Any corrections to be made are brought up at this point.
4. Inspector receives application and does a field check to ensure that the site meets all ordinance requirements. The application is either approved or denied by the inspector.
5. If the application is approved by the inspector, the application then goes to the division manager for final check and approval for issuance of the permit.

Temporary signs permits follow generally, the same procedure.

If a sign is erected before the permit fee is paid, then the permit fee can be doubled.

If a sign permit is not obtained, court action may be taken and a fine is probable.

FEE SCHEDULE

| FILLING FEE | \$30.00 | TEMPORARY SIGNS | |
|---|--------------------------------|---|--------------------|
| Sign Size: 1 sq. ft. thru 59 sq. ft. 60 sq. ft. thru 99 sq. ft. 100 sq. ft. and above | \$30.00 \$70.00 \$120.00 | Non-Profit Commercial (profit) | \$20.00 \$30.00 |
| Outdoor Advertising Signs (Billboards) | \$200.00 | Registration/Inspection for Compliance Fee (annual) | |
| Digital Electronic Signs (preface) | \$100.00 | Outdoor advertising sign (per sign face) | \$20.00 |
| Digital Electronic Signs (billboards per face) | \$300.00 | Building and ground signs (per sign) | \$20.00 |
| Ground Mounted Signs: (per 5 foot height) | \$15.00 | Digital Billboard Electric Signs (per sign face) | \$100.00 |
| | | Sign Ordinance | \$15.00 |
| | | Variance | \$450.00 |