



SIGN PERMIT APPLICATION

City of Conway, Arkansas • Planning & Development

OFFICE USE ONLY	
Permit No.	_____
State Trade Fee \$	_____
Total Permit Cost \$	_____
Paid <input type="checkbox"/>	Reference _____

Date: _____

Applicants are advised to read the complete Sign Ordinance, available on cityofconway.org, prior to completing and signing this form. Base sign permit fee is \$35.00 per sign. *Structural and/or electrical permits may be required. Please contact the Building Permits & Inspections Department at 501-450-6107 for clarification prior to submitting application.*

Site plan showing placement of sign and rendering of sign showing accurate dimensions are required with application. Additional documentation may be required by Sign Administrator.

Sign Company

Property Owner

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

General Details

Sign Type

Name of Business: _____

___ Awning

___ Projecting

Address/Location of sign: _____

___ Banner

___ Under Canopy

Sign Dimensions (height, length, width): _____

___ Monument

___ Wall

Setback of sign from property line: _____

___ Pole

___ Window

Wall dimensions (for wall mounted sign): _____

Other _____

Is sign illuminated? Yes / No

Temporary Sign Renewal? Yes / No

Zoning Classification: _____

Is sign in Historic District or Old Conway Design Overlay District: Yes / No

Cost of sign (incl. materials, fabrication and installation): \$ _____

State Trade Fee (0.0005 x cost of sign): \$ _____

I, _____, do hereby certify that all information contained within this application is true and correct. I understand that the terms of the Sign Ordinance, Historic District/Old Conway Design Overlay Guidelines, and other pertinent Ordinances supersede the Sign Administrator's approval and that all signs must fully comply with all terms of said ordinances regardless of approval. I further certify that the proposed sign is authorized by the property owner and that I am authorized by the property owner to make this application. I understand that no sign may be placed in any public right-of-way. I understand that I must comply with all building and electrical codes and that it is my responsibility to obtain all necessary building and electrical permits.

Applicant's Signature

Date

Sign Administrator (or designee)

Date