



CITY OF LAUREL
INSPECTION DEPARTMENT
401 N 5TH AVE LAUREL MS 39440
(601) 428-6438

SIGN PERMIT APPLICATION

NOTE: NO SIGN PERMIT WILL BE ISSUED UNTIL A CURRENT PRIVILEGE LICENSE HAS BEEN PRESENTED.

Date: _____

Sign Project: _____

Address: _____

Property Owner: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone: _____ Cell Phone: _____

Lessee: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone: _____ Cell Phone: _____

Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone: _____ Cell Phone: _____

TOTAL JOB COST: _____ PERMIT FEE: _____

Table with 3 columns: Property Type, Zoning, and Overlay. Rows include Residential, Commercial, Industrial, and Other with various zoning codes and overlay options like Downtown, Sawmill, Leontyne, Tri-Park, Cent. Bus. Dist., and Historic.

THE FOLLOWING CRITERIA APPLIES TO THE CONTRACTOR'S RESPONSIBILITY IN OBTAINING A SIGN PERMIT:

- 1. Must contact Mississippi One Call.
2. Must confirm City and/or State Right-of-Way.
3. Must ensure that any electrical work is performed by a licensed electrician and inspected by the City for compliance with City codes.
4. Must obtain a permit for any re-design or re-configuration of an existing sign.
5. Must comply with any other regulations required by the City.
6. Must confirm if project is in CBD(C-4).
7. Must confirm if project is in the Historic District. If so, must obtain approval from the Historic Preservation Commission prior to sign placement.

OFFICE USE ONLY: _____

Permit #: _____

Approved by: _____

Date Approved: _____

Date Issued: _____

GROUND MOUNTED SIGNS

OF SIGNS PROPOSED: _____

TYPE: (Check all that apply)

DIMENSIONS

OF EXISTING SIGNS ON PREMISES: _____

On-Premise

Height: _____

Distance from closet ground-mounted sign: _____

Off-Premise

Width: _____

Vertical Clearance: _____

Billboard

Depth: _____

Street Frontage in Linear Feet: _____

Trailer/Portable

TOTAL SQUARE FOOTAGE

Name of Electrician: _____

Special Purpose/Use

OVERALL HEIGHT:

Illuminated: Yes No If yes: Internal External

Other: _____

BRIEF DESCRIPTION: _____

BUILDING MOUNTED SIGNS

OF SIGNS PROPOSED: _____

TYPE: (Check all that apply)

OF EXISTING SIGNS ON BUILDING: _____

Wall

SQUARE FOOTAGE OF EACH FAÇADE ON WHICH SIGNS ARE TO BE MOUNTED:

Projecting

FRONT: _____ REAR: _____ SIDE 1: _____ SIDE 2: _____

Roof

SQUARE FOOTAGE OF EACH SIGN/TOTAL SIGNS PROPOSED FOR FACADE:

Marquee

FRONT: _____ REAR: _____ SIDE 1: _____ SIDE 2: _____

Under Canopy

Illuminated: Yes No If yes: Internal External

Special Purpose/Use

Name of Electrician: _____

Other: _____

BRIEF DESCRIPTION: _____

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS TRUE AND CORRECT AND UNDERSTAND THAT IF ANY CHANGES ARE MADE IN THE SIGN OR SIGNS TO BE INSTALLED AT THE LOCATION ABOVE FOLLOWING SUBMISSION OF THIS APPLICATION AND/OR ISSUANCE OF A SIGN PERMIT BASED ON THIS APPLICATION, AN AMENDED APPLICATION MUST BE SUBMITTED AND APPROVED BY THE CITY OF LAUREL SUPERINTENDENT OF INSPECTION AND MAINTENANCE.

ALSO, IT IS HEREBY UNDERSTOOD AND AGREED THAT THE WORK IS TO BE DONE ACCORDING TO SPECIFICATIONS AND REQUIREMENTS AS SET FORTH IN THE ORDINANCES OF THE CITY OF LAUREL, MISSISSIPPI, GOVERNING SUCH WORK AND IT IS UNDERSTOOD AND AGREED THAT SHOULD THE CONTRACTOR AND/OR OWNER FAIL OR REFUSE TO COMPLY WITH THE SAID ORDINANCES OF SAID CITY OF LAUREL, THEN SUCH PERMIT SHALL IMMEDIATELY BECOME NULL AND VOID. SUCH PERMIT IS GIVEN WITH THE UNDERSTANDING THAT THE CONTRACTOR AND/OR OWNER WILL SAVE THE CITY OF LAUREL HARMLESS FROM ANY ACCIDENT OR INJURY WHICH MAY BE CAUSED BY HIS WORK OR NEGLIGENCE.

SIGN PERMIT NULLIFICATION

The permit fee for a sign valued at Five Hundred Dollars (\$500.00) or less shall be one-half (1/2) of the minimum fee for a building permit. The permit fee for all other signs shall be based on the building permit fee schedule. However, a sign permit shall become null and void if the work for which the permit was issued has not been completed within a period of six (6) months after the date of the permit; OR the sign varies in any respect from the approved design or location. A new sign application with fee is required in the event of any nullification.

PERMIT IS VALID FOR 6 MONTHS FROM DATE OF ISSUANCE.

I ALSO AKNOWLEDGE THAT I AM RESPONSIBLE FOR ALL NECESSARY CLEAN-UP AND DISPOSAL ON JOB-SITE WHEN PROJECT IS COMPLETE.

BY MY SIGNATURE, I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. I FURTHER AGREE THAT ALL WORK WILL COMPLY WITH CITY STANDARDS AND ORDINANCES IN ACCORDANCE WITH THE GOVERNING JURSDICTION OF THE CITY OF LAUREL.

TITLE: _____

NAME:(PLEASE PRINT)

DATE: _____

SIGNATURE