

# Sign Permit Information



The City of Knoxville requires a sign permit whenever a new sign or sign structure is located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered within the corporate limits of the City of Knoxville.

When a property owner, person representing a property owner, or a building tenant applies for a sign permit, he/she must include the following:

1. The name, address and telephone number of the applicant.
2. The name and address of the owner or owners of the premises upon which the sign is to be attached or erected. If the applicants are not the property owners, written proof of consent from the property owner upon which the sign(s) are to be erected and maintained shall also be required.
3. The street address and/or tax parcel number of the land upon which the sign is to be attached or erected.
4. A legible scaled drawing with description and dimensions (height, colors, shape, etc.) of the sign(s) to be erected or maintained under that permit and the sign's proposed location on the building or site, preferably on a site plan rendering.
5. The basic materials to be used in the construction of the sign.
6. A description of all electrical equipment if the sign is to be lighted or illuminated.
7. Proof of payment of the appropriate sign permit fee, when required.
8. Any other item of information that may be reasonably required by the city manager or his/her designee for the purpose of application evaluation.

Additional information can be found at [www.knoxvilleia.gov](http://www.knoxvilleia.gov). Please submit permit applications to Knoxville City Hall, 305 S. Third Street, Knoxville, Iowa 50138 or by email at [acm@knoxvilleia.gov](mailto:acm@knoxvilleia.gov).

# City of Knoxville Sign Permit Application



Address of Property: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Contact Name (Print): \_\_\_\_\_

Cell: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

I, \_\_\_\_\_, in making application with the Building Official of the City of Knoxville, Iowa, for a Sign Permit, shall comply with the requirements of the City of Knoxville and its adopted Building Code and all other code requirements, and pay the required fee(s). I also understand that my signature acknowledges my responsibility for this project until final approval by the City.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CITY OF KNOXVILLE OFFICE USE ONLY:

Sign Permit Number: \_\_\_\_\_

Date Permit Received/Scanned: \_\_\_\_\_

Permit Fee Paid Amount: \_\_\_\_\_

Permit Fee Paid (\$30.00): \_\_\_\_\_

Permit: · Approved · Denied

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Est. Completion Date: \_\_\_\_\_