

TOWN OF ROME CITY

Sign Permit Application

Location of Work:

Name: _____

Contractor (if applicable)

Name: _____

Address: _____

Phone #: _____

Property Owner

Name: _____

Address: _____

Phone #: _____

The applicant is the:

- Contractor
- Business Owner
- Property Owner

Describe any Existing Signs:

Size: _____

Type: _____

Size: _____

Type: _____

Size: _____

Type: _____

Permit Requirements

A separate application is required for each sign. Each application must be accompanied by (1) Site plan indicating the exact location of the proposed and existing signage, as well as the proposed setback from the right-of-way, and (2) a drawing and/or photograph of the proposed sign indicating the dimensions of the sign.

Department Use Only

Permit #: _____

Permit Fee: _____

Receipt #: _____

Date Rec'd: _____

Date Issued: _____

Zoning: _____

Permitted? _____

Reviewed by: _____

Notes: _____

Sign Type:

- Multi-Tenant Sign
- Wall Sign
- Awning Sign
- Temporary Sign
- Free Standing Sign
- Projecting Sign
- Window Sign

— Replacement
Sign

Building Frontage (Feet): _____

(linear feet of the façade of the building
that is occupied by this business)

Sign Area (Square Feet): _____

Height (Feet): _____

Permanent Sign: \$25.00

Temporary Sign: \$10.00

Certification

I certify that the information contained
on this form is complete and accurate.

Applicants Name:

Print _____

Signature _____

Date _____

Phone # to call when permit is ready for
pick up: _____