

Permanent Sign Permit



Application and Checklist

Permit Fees: \$10 per sign + \$0.50 per square foot of sign facing per side per sign.

Please fill out this form completely, supplying the necessary information and documentation to support your request. Your application will not be processed until the application is completed and the required documentation is provided.

APPLICANT INFORMATION

Name of Applicant:		
Applicant Contact Name:		
Applicant Contact Address:		
City:	State:	Zip:
Applicant Phone:	Applicant Email:	

INSTALLER INFORMATION

Name of Installer:		
Installer Contact Name:		
Installer Contact Address:		
City:	State:	Zip:
Installer Phone:	Installer Email:	

PROPERTY OWNER INFORMATION

Property Owner:		
Property Owner Address:		
City:	State:	Zip:
Property Owner Phone:	Property Owner Email:	
Benton County Assessor Parcel Number:		

SIGN INFORMATION

Type of Construction:	<input type="checkbox"/> Erection / Initial Placement	<input type="checkbox"/> Alteration			
	<input type="checkbox"/> Relocation	<input type="checkbox"/> Repair / Maintenance			
Number of Signs to be Displayed	Type of Sign*	Dimensions	Total Area	Installed Height	Valuation (include labor and materials)
		ft. x ft.	sq. ft.	ft.	\$
		ft. x ft.	sq. ft.	ft.	\$
		ft. x ft.	sq. ft.	ft.	\$
		ft. x ft.	sq. ft.	ft.	\$
		ft. x ft.	sq. ft.	ft.	\$
		ft. x ft.	sq. ft.	ft.	\$

*Sign types: Awning, Canopy, Freestanding – Nonresidential, Freestanding – Residential, Marquee, Monument, Projecting, Roof, Suspended, or Wall

FOR OFFICE / REVIEW USE ONLY

Application Date:	Reviewed by:	Approval Date:
Total Number of Signs:	Permit Fee:	Permit #:

APPLICATION CHECKLIST

<input type="checkbox"/>	1. A completed application. Applications will be denied unless all of the required information is provided, including the items below.
<input type="checkbox"/>	2. A picture or scaled drawing of each sign showing the sign's dimensions, height and area. It must also include text, graphics, and images to be displayed on the sign. For projecting and suspended signs, provide vertical ground clearance to the bottom of the sign.
<input type="checkbox"/>	3. A scaled site plan of where the each sign will be located on the parcel, depicting the location of the sign on the property or building, street rights-of-way, property lines, and any required setbacks. For wall signs, provide dimensions of wall. For freestanding and monument signs, show utility locations and easements.
<input type="checkbox"/>	4. For freestanding and monument signs, provide a scaled landscape plan showing the name, quantity, and spacing of plant materials.

ACKNOWLEDGEMENTS

1. All permanent signs must obtain a permit **10 days** prior to the intended installation date.
2. **All permits become null and void if work is not commenced within 30 days of granting the permit, if work is not completed within 6 months of permit issuance, or if the work is not in conformance with the approved application.**
3. Each sign permitted under this application must contain the name, address, and telephone number of the person responsible for the sign, whether as an integral part of the sign or in an inconspicuous place on the sign.
4. All signs must be maintained in good condition.
5. All signs must have the permission of the property owner prior to approval and placement permitted under this application.
6. All signs permitted under this application must be placed outside of the 35 foot sight triangle at intersections and any required setbacks.
7. **All signs that will be illuminated must have a licensed Electrician obtain an electrical permit and are subject to inspections.**
8. **All signs that will have a permanent foundation are subject to inspection prior to pouring of concrete.**
9. **It is the Owner / Applicant's responsibility to call for a final inspection within 3 days of work completion to determine conformance with the approved plans.**
10. The Administrator may cause the immediate removal of illegal signs in the public right-of-way without notification to the permittee.
11. The Administrator may suspend or revoke a permit for any false statements or misrepresentation of fact in the application.
12. Any violation of the Bella Vista Sign Regulations may be subject to a \$250 - \$1000 per week fine, with each week constituting a separate offense.
13. An approved permit will not be issued until all applicable fees have been paid.

Applicant Signature:	Date:
Property Owner Signature:	Date:

FOR OFFICE / REVIEW USE ONLY

Application Date:	Reviewed by:	Approval Date:
Total Number of Signs:	Permit Fee:	Permit #: