



# CITY OF PORTAGE

## BUILDING DEPARTMENT

CITY HALL

6070 CENTRAL AVENUE

PORTAGE, INDIANA 46368

TELEPHONE 762-4204 / FAX 764-5749

## SIGNS, CANOPIES AND AWNINGS APPLICATION

Please fill out the following information. We will call you when the permit is ready for pickup.

**\*NOTE: PLEASE ALLOW 5-10 BUSINESS DAYS TO PROCESS YOUR PERMIT!**

(Please Print)

Date: \_\_\_\_\_ Zoning: \_\_\_\_\_

Owner's Name/Lessee: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Licensed Contractor Performing Work: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Licensed Electrician Performing Work: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

***\*Attach a scaled color drawing or sketch of the sign, awning or canopy with all measurements***

### Ground Sign information:

***\*Attach a survey indicating the location of the proposed sign.***

Size of sign: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_

Front Set Back: \_\_\_\_\_

### Façade Sign information:

Size of sign: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_

Size of sign: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_

Size of sign: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_

***\*Attach a plan with the size of the storefront.***

Which elevation of building is sign to be installed: \_\_\_\_\_

Estimated Cost for project \$ \_\_\_\_\_

**Awning or Canopy information:**

***\*\*All awning or canopy permits must indicate the size of the signage being placed on the awning or canopy\*\****

Signage Height \_\_\_\_\_ Signage Width \_\_\_\_\_

Signage Height \_\_\_\_\_ Signage Width \_\_\_\_\_

Signage Height \_\_\_\_\_ Signage Width \_\_\_\_\_

Estimated Cost for project \$ \_\_\_\_\_

**----Do Not Write Below This Line Office Use Only----**

Check off list:

1. Completed Application \_\_\_\_\_
2. Survey of property \_\_\_\_\_
3. One color remnant of sign with sizes of signs \_\_\_\_\_
4. Dimensioned elevation of building \_\_\_\_\_
5. Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department Use

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_