



SIGN & BILLBOARD PERMIT APPLICATION

City of St. Joseph, Missouri | Planning & Zoning
1100 Frederick Avenue, Room 107
Planning & Zoning Division | (816) 271-4648 | planning@stjosephmo.gov

All signs in the City must comply with Sec. 31-110 of the City's Code of Ordinances, located online at stjosephmo.gov **The following must be included with every sign permit application:**

1. Completed Application.
2. Signage plan, including dimensions of signs and dimensions of relevant building faces.
3. Site plan that shows placement of signs on property and all relevant setbacks.
4. Other documentation and permits as required.

A. Is the Sign...

1. Over public Right-of-Way? Yes No

If yes, **STOP**. Public Works Permission and Certificate of Insurance Required pursuant to **Sec. 31-130(a)(3)**

Public Works Permission Included Certificate of Insurance Included

2. In a historic district? Yes No

If yes, **STOP**. Certificate of Appropriateness from Landmark Commission Required. Included

3. In the downtown Precise Plan? Yes No

If yes, **STOP**. Certificate of Appropriateness from Downtown Review Board Required. Included

4. Illuminated? Yes No

If yes, is there an existing circuit? Yes No

If no, **STOP**. Electrical permit required. Submitted Electrical contractor to apply separately

5. In flood zone A or a Floodway? Yes No

If yes, **STOP**. Floodplain Development Permit Application Required Included # _____

B. Project Info

1. a. Total Number of Signs in Package _____ b. Valuation (\$) _____

C. Project Location

1. Business Name _____

2. Street Address _____

3. a. City _____ b. State _____ c. Zip _____

D. Applicant/Contractor Information

1. a. Name _____ b. Property Owner? Yes No

2. Business Name _____

3. Street Address _____

4. a. City _____ b. State _____ c. Zip _____

5. a. Phone (____) _____ b. Email _____

6. a. Signature _____ b. Date _____

Section to be completed by City

Zoning Review

- District/Plan
- Street Type/Frontage/Building Line
- Sign Dimensions/Ratio

Fees

- New (63.00) |____|
- F/W/P/M/A/R (87.00) |____|
- Billboard 0-200ft² (87.00) |____|
- Billboard >200ft² (346.50) |____|

Quantity

Approved By | _____ | Date | _____ |

Application ID | _____ |

Total (\$) | _____ |