



Sign Permit Application

Louisville Metro Planning & Design Services

Permit No.: _____ Intake Staff: _____

Date: _____ Fee: _____

Office Use Only

Once complete, please bring the application and supporting documentation to Planning and Design Services, 444 South 5th Street, Suite 300. For more information, call (502) 574-6230 or visit <http://www.louisvilleky.gov/PlanningDesign>.

Required:

- One (1) copy of the sign plan, including the location and all dimensions of the sign.
- One (1) copy of the hanging plan
- Fee (cash, charge or check made payable to Planning & Design Services)
Base fee of \$50 +\$1 per SF over fifty SF. (Combined square footage of all signs)
(Square footage determined by Land Development Code definition)

Note: If the site is located in an incorporated City other than Louisville Metro, it the applicant's responsibility to obtain any necessary permits or approvals from that City.

Project Information:

Project Name: _____ Project Address: _____

Zoning District: _____ Form District: _____

Contact Information:

Owner/Lessee: *Check if primary contact*

Applicant / Contractor: *Check if primary contact*

Name: _____

Name: _____

Company: _____

Company: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Primary Phone: _____

Primary Phone: _____

Alternate Phone: _____

Alternate Phone: _____

Email: _____

Email: _____

Owner/Lessee Signature: _____

The owner/lessee agrees to indemnify Louisville/Jefferson County Metro Government against any claim for damages to person or property growing out of the erection of said sign over any public way, and will defend all suits and pay all judgments therefore against Louisville/Jefferson County Metro Government.

Sign 1 Detail:

<input type="checkbox"/> New Sign		<input type="checkbox"/> Existing Sign or Reface	
<input type="checkbox"/> Attached / Wall	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Freestanding Directional	<input type="checkbox"/> Small Freestanding (Portable)
<input type="checkbox"/> Outdoor Advertising (Billboard)	<input type="checkbox"/> Banner	<input type="checkbox"/> Projecting	<input type="checkbox"/> Other: Specify: _____
Internally Illuminated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Video Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
LED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of Change: (if applicable)	
Square Feet:		Freestanding Sign Height (to highest point):	
Cabinet Height:	Cabinet Width:	Cabinet Thickness:	
Number of Faces:	Wind Load (PSF):	Pedestrian Clearance:	
Building Wall Square Feet (for attached sign):			

Sign 2 Detail:

<input type="checkbox"/> New Sign		<input type="checkbox"/> Existing Sign or Reface	
<input type="checkbox"/> Attached / Wall	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Freestanding Directional	<input type="checkbox"/> Small Freestanding (Portable)
<input type="checkbox"/> Outdoor Advertising (Billboard)	<input type="checkbox"/> Banner	<input type="checkbox"/> Projecting	<input type="checkbox"/> Other: Specify: _____
Internally Illuminated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Video Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
LED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of Change: (if applicable)	
Square Feet:		Freestanding Sign Height (to highest point):	
Cabinet Height:	Cabinet Width:	Cabinet Thickness:	
Number of Faces:	Wind Load (PSF):	Pedestrian Clearance:	
Building Wall Square Feet (for attached sign):			

Sign 3 Detail:

<input type="checkbox"/> New Sign		<input type="checkbox"/> Existing Sign or Reface	
<input type="checkbox"/> Attached / Wall	<input type="checkbox"/> Freestanding	<input type="checkbox"/> Freestanding Directional	<input type="checkbox"/> Small Freestanding (Portable)
<input type="checkbox"/> Outdoor Advertising (Billboard)	<input type="checkbox"/> Banner	<input type="checkbox"/> Projecting	<input type="checkbox"/> Other: Specify: _____
Internally Illuminated	<input type="checkbox"/> Yes <input type="checkbox"/> No	Video Sign	<input type="checkbox"/> Yes <input type="checkbox"/> No
LED	<input type="checkbox"/> Yes <input type="checkbox"/> No	Rate of Change: (if applicable)	
Square Feet:		Freestanding Sign Height (to highest point):	
Cabinet Height:	Cabinet Width:	Cabinet Thickness:	
Number of Faces:	Wind Load (PSF):	Pedestrian Clearance:	
Building Wall Square Feet (for attached sign):			

This page may be duplicated if more than 3 signs are proposed.