



**Sign Permit  
Baldwin City, KS  
PERMIT # \_\_\_\_\_**

City of Baldwin City  
Planning and Development  
609 High Street  
Baldwin City, KS 66006  
(phone) 785-594-6907  
(fax) 785-594-6522

**Applicant to Complete This Section:**

Business Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Address/Location of Sign \_\_\_\_\_

Current Zoning \_\_\_\_\_ Type of Sign Construction New  Alter

**Type of Sign**

Wall  Monument  Projection  Banner  Inflatable  Other \_\_\_\_\_

Single Faced  Double Faced  Other \_\_\_\_\_

Non-Illuminated  Illuminated **Type of Illumination**  Internal  Indirect

Temporary Sign (Fee \$7.00) **14 day maximum** Start Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Sign Height \_\_\_\_\_ (Does not apply to wall signs)

Sign Dimensions Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft.

Wall Dimensions Width: \_\_\_\_\_ Height: \_\_\_\_\_ Area: \_\_\_\_\_ Sq. Ft.

Setback from Property Lines: Front: \_\_\_\_\_ Side: \_\_\_\_\_ ; \_\_\_\_\_ Rear: \_\_\_\_\_

Valuation: \_\_\_\_\_

The installation of wiring or other electrical apparatus for any sign shall be done by a licensed electrical contractor, including replacement or maintenance involving disconnection and reconnection of wiring.

PLEASE ATTACH: One copy of construction plans, including but not limited to: Size, message, site location, method of illumination, colors, materials of the sign, method of attachment and footing design.

Applicant \_\_\_\_\_

Sign Company Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Email (Optional) \_\_\_\_\_ Fax # \_\_\_\_\_

**PERMIT FEES** \_\_\_\_\_ Paid By:  Cash  Check No. \_\_\_\_\_

Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

Approval Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All rights and privileges acquired under the provision of this chapter or any amendment thereto are mere licenses revocable for cause at any time by the City Council. The enforcing officer is hereby authorized to recommend the revocation of any permit upon failure of the holder thereof to comply with any provision of this chapter. Omission of information on this application shall not excuse the applicant from any provision required in any applicable ordinance of the city. Any failure to comply with existing ordinance provisions will deem this permit application null and void.

**Per City Code Chapt. IV, Article II, this permit is valid for 365 days from date of issuance.**