

Sign Permit Application



Business Information

Business Name: _____

Business Address: _____

Property Owner: _____

Contractor Information

Sign Company: _____ Contact Person: _____

Email: _____ Phone #: _____

ND Contractor #: _____ City of Williston Sign Hanger License #: _____

Sign Information

Type of Sign: _____

(Monument, monopole, wall, projecting, marquee, awning, canopy, etc)

Sign Location: _____

Sign Dimension: _____

Lot Length (ft): _____ (If proposed sign is a freestanding sign)

Building Length (ft): _____ (If proposed sign is located on a façade)

When submitting this permit application, the applicant must submit:

- A dimensioned site plan to show the location of:
 - All proposed sign(s), lot lines, structures (including accessory structures), above-ground and under-ground utilities, easements.
 - Construction documents must be prepared by an Architect or Engineer, registered in the State of North Dakota and be:
 - Designed in accordance with applicable building codes.
 - Engineer's construction specifications and calculations (wind loadings, foundation and structural design etc.)
 - All documents shall be signed, dated and sealed by a state registered Engineer.
- Drawing of proposed sign(s) showing the dimensions, materials, and support structure.

Standard application review time is 10 to 14 business days. A member of the Building Department will inform you when the permit has been approved. Your signature is required when you pick up the permit.

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by all applicable government agencies.

I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in this permit application are true and correct to the best of my knowledge, information and beliefs.

Signature: _____ Date: _____