



113 4th Street East—2nd Floor
Williston, North Dakota 58801 (701) 577-8115

Sign Permit Application

Business Information

Business Address	
Business Name	
Property Owner	

Contractor Information

Sign Company		Contact Person	
Email		Phone	
City License No.		ND License No.	

Sign Information

Monument
 Monopole
 Wall
 Marquee
 Awning
 Canopy
 Letters
 Other _____

Sign Location			
Sign Dimension			
Lot Length (if free-standing sign)		Building Length (if sign is located on a façade)	

Submittal Requirements

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 underground 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 loads, foundation and structural design, etc.)
 - ◆ All documents shall be signed, dated and sealed by a stated registered Engineer.
- Drawing of proposed sign(s) showing the dimensions, materials, and support structure.

Acknowledgement

Standard application review time is 10 to 14 business days. Building Safety 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 of Applicant _____ Printed Name _____ Date _____