

SIGN PERMIT APPLICATION



Office of the Building Official
City Hall

303 North River Street

Hot Springs, South Dakota 57747

Phone: 605-745-4104 Fax: 605-745-5180 e-mail: hsinspect@hs-sd.org

Required Information: (application will not be processed without this information)

- A detailed drawing showing the layout, dimensions, colors and materials of the proposed sign(s)
- For wall signs, an picture of the building showing size and location of the proposed sign(s)
- For pole and monument signs, a site plan indicating the location of the proposed signs in relation to buildings, driveways, and property lines.
- Indicate all other existing signs on the premises

Location/Address of Job: _____

Applicant Name: _____ Phone: _____

Property Owner(s) Name: _____

Name of Business: _____ Phone: _____

Sign Contractor/Company: _____

Address: _____

Phone: _____

Sign Type: On-Premise Off-Premise

Internal Lighting External Lighting Not Illuminated

Wall (or canopy) Projecting Sign Parking Lot Directional Sign

Monument Sign Pole Sign Combination Monument/Pole Sign

Sign Structure Temporary Sign Other: _____

Historic District Approval Needed Number of signs

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Sign Fee: _____ Date Paid: _____ Receipt #: _____

\$25 per sign _____ Number of Signs

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DENIED

APPROVED

APPROVED WITH CORRECTIONS

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Use space below to identify sign location.