

**SIGN PERMIT APPLICATION**  
**City of Starkville Community Development Dept**  
**City Hall, 110 West Main Street**  
**Starkville, Mississippi 39759-2823**  
**Phone: (662) 323-2525 Fax: (662) 323-4143**  
**e-mail: [buildingdept@cityofstarkville.org](mailto:buildingdept@cityofstarkville.org)**



Sign Street Address/Location \_\_\_\_\_  
 Owner's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Owner's Address \_\_\_\_\_  
 Contractor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Contractor's Address \_\_\_\_\_

Estimated Valuation \$ \_\_\_\_\_ Permit Cost \$ \_\_\_\_\_

Type of Project:  New  Alteration  Repair  Removal  Sign Face Change  
 Description of Work: \_\_\_\_\_

**SIGN FACE CHANGE ONLY**

Type of Sign:  Monument  Wall  Band  
 Other \_\_\_\_\_  
 Existing Square Feet \_\_\_\_\_ Proposed Square Feet \_\_\_\_\_

**NEW SIGNAGE**

Type of Sign(s):  Monument  Wall  Band  Billboard  Blade  Awning  Window  Marquee  
 Other \_\_\_\_\_  
 Monument Sign: Square Footage of Face \_\_\_\_\_ Height of Sign \_\_\_\_\_  
 Wall Sign: Square Footage \_\_\_\_\_ Square Footage of Wall \_\_\_\_\_  
 Other Signage: \_\_\_\_\_ Total Square Footage \_\_\_\_\_

**ELECTRICAL INFORMATION**

Electrical Requirements:  60 amp  100 amp  125 amp  150 amp  200 amp  Other \_\_\_\_\_  
 Is sign to be lighted?  Yes  No If yes,  internally illuminated  externally lighted  neon  LED  
 Will there be an electronic message board?  Yes  No Dimensions \_\_\_\_\_  
 Electrician \_\_\_\_\_ Phone \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Permit # \_\_\_\_\_

I understand that in consideration for the issuance of the requested building permit, that I, the applicant, shall assume total responsibility for final cleanup of all trash, debris, and other construction materials or residue generated as a result of this permit. I also assume total responsibility for the removal of said debris and materials from the site and all public property and street right-of-way prior to final inspection.

Applicant is responsible for the following:

1. If the applicant is not the property owner, a notarized authorization shall be required.
2. Provide a sketch, drawn to scale, showing location of sign, all right-of-ways, buildings, driveways, lighting and color schemes with this application.
3. All new signage proposed shall be graphically depicted, drawn to scale and include square footages.
4. No sign may be placed within the sight distance triangle as defined by City Ordinance.
5. No monument-type sign shall be placed closer than ten (5) feet from the edge of the paved road or right-of-way line, whichever is greater.
6. Monument-type signs require a footer or foundation that does not need to be designed by an engineer.
7. All signs shall be designed to withstand sustained wind speeds of 90 MPH with 3-second gusts.
8. Contacting all utility providers regarding any location, relocation or abandonment of any utilities.
9. Contacting all utility providers prior to construction under or near any electrical lines.
10. Insuring that no structure is built on any easement.
11. Complying with any restrictive covenants that apply to the property.
12. Complying with all applicable codes, ordinances and regulations.
13. Providing a current copy of applicable State contractor license to the Building Department at time of permitting.
14. Paying a \$20 re-inspection fee for any re-inspections required as a result of the work not being ready for inspection or not being in conformance with the applicable code when inspected.
15. Posting the issued building permit card on the jobsite at all times.
16. No permit shall be issued until all requirements have been met.

**SUBMITTAL OF THIS APPLICATION IS FOR REVIEW PURPOSES ONLY.**

**No signage shall be erected and/or installed until permit is issued or the PERMIT FEE SHALL BE TRIPLED.**

**Three or more violations in a calendar year by individuals, businesses or sign installation companies shall result in the loss of sign erection/installation privileges for one year from the date of the action.**

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE IN THIS AREA—FOR OFFICE USE ONLY**

Permit Fee Calculations:

Valuation \_\_\_\_\_

Payment Type:

Valuation \_\_\_\_\_

Cash / Check # \_\_\_\_\_

Sub-Total \_\_\_\_\_

Receipt # \_\_\_\_\_

Electrical Inspections \_\_\_\_\_

Permit # \_\_\_\_\_

Total \$ \_\_\_\_\_