



www.coffeyville.com
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City of Coffeyville
P.O. Box 1629
Coffeyville, Kansas 67337

Building Official
P (620) 252-6128
F (620) 252-6175

PROJECT NO. _____
PERMIT NO. _____
DATE ISSUED. _____

SIGN PERMIT PERMIT APPLICATION AND SUBMITTAL CHECKLIST

2012 INTERNATIONAL BUILDING CODE, CITY ORDINANCE G-16-02
2011 NATIONAL ELECTRICAL CODE, CITY ORDINANCE G-16-02
2012 INTERNATIONAL FIRE CODE, CITY ORDINANCE G-16-02
SIGN REGULATIONS, CHAPTER 24, CITY ORDINANCE G-16-02

REV 08/17

1. **Application Date:** _____ 2. **Name:** _____
(print)

3. **Site Address:** _____
or
Legal Description: _____
Lot (s) block Subdivision

4. **Project Owner Information**
Name: _____
Address: _____
Telephone: _____ Cell Phone: _____
E-mail Address: _____

5. **Sign Construction Information**
Construction Type: New Construction Sign Addition to Existing Sign
 Sign Illumination Sign Repairs
 Occupant Use Change Only Other: _____
Sign Type: Post Sign Marquee Sign
 Roof Sign Projecting Sign
 Wall Sign Ground Sign

6. **Brief Description of Project:** _____

7. **Project Construction Valuation:** _____
(MATERIALS AND CONTRACTED LABOR)

8. **Project Contractor Information**

Sign Contractor (Installer) / Builder

Name: _____ Coffeyville
License No.: _____

Company Name: _____

Address: _____

_____ City State Zip

Telephone No.: _____ Cell Phone: _____

E-mail Address: _____

9. **Sub-Contractor Information**

Concrete Name _____ Coffeyville
License No.: _____
_____ Telephone No.: _____

Electrical Name _____ Coffeyville
License No.: _____
_____ Telephone No.: _____

Other Name _____ Coffeyville
License No.: _____
_____ Telephone No.: _____

10. **Engineer Information** (If Required)

Name _____ Kansas
License No.: _____
_____ Telephone No.: _____

_____ City State Zip

11. **Sign Construction Detail Information**

Main Sign Square Footage	Front Face _____
	Rear Face _____
Secondary Sign Square Footage	Front Face _____
	Rear Face _____
Additional Sign Square Footage	Front Face _____
	Rear Face _____
Additional Sign Square Footage	Front Face _____
	Rear Face _____

Minimum Information to be Included on Drawings:

Site Plan: Indicate the Property Line, Property Size (to scale or dimensions shown), North Arrow, Adjacent Street(s), Location of Building, Proposed Sign construction location, Sign location dimensions from Property Lines,

Elevation Drawings: Illustrate the Sign front, sides and rear views (for two faced), with dimensions and anchoring. Indicate materials to be used.

Electrical Plan: Indicate the location and size of new electrical service and describe new panelboard location. Indicate lighting type, arrangement and location of any electrical receptacles.

Structural Plan: Indicate the footing, foundation, roof framing, column and load bearing systems for signs, as applicable for sign type, noting sizes and strengths of materials used. Note design criteria, including loads.

Construction Details: Illustrate the construction materials and methods as necessary to convey to the Building Official, compliance with applicable provisions of the current codes and standards.

12. I hereby agree and bind myself, by signing above, to construct the sign applied for in accordance with all the requirements of the ordinances of the City of Coffeyville, Kansas, and in substantial, good quality and workmanlike manner, and I further agree to indemnify and hold harmless the City of Coffeyville from any and all loss, cost, expense, or liability of any kind whatsoever which the City may suffer or be put to, or which may be recovered from it by reason of the issuance of such permit, or by reason of any act or action done under or by virtue of the authority given with such permit.

13. **APPROVAL:**

Inspections: _____ Date _____

Engineering: _____ Date _____