

**Date:** \_\_\_\_\_

**Map:** \_\_\_\_\_

**Zoning:** \_\_\_\_\_

**Parcel:** \_\_\_\_\_

**Parcel Type:**

- Residential     Rental/Commercial     Industrial

**Type of Work:**

- Temporary Sign     Permanent Sign

**Property Information:**

Street Address Where Work is being done:		Granville, WV	Zip Code:
		Morgantown, WV	
Owners First Name:	Owners Last Name:		
Contact Person and Phone Number:			

**Type of Sign:**

- A-Frame     Animated     Awning     Banner     Canopy
- Chalk-Board     Changeable Message     Feather/Wind     Flag
- Flashing     Freestanding     Ground Mounted     Marquee
- Monument     Neon     Projecting     Pylon/Pole     Vehicle/Trailer
- Wall     Wicket     Window
- Other \_\_\_\_\_

**Illumination:**

- Internally     Externally     None

**Sign Dimensions:**

Height \_\_\_\_\_ ft.      Width \_\_\_\_\_ ft.      Area \_\_\_\_\_ sq. ft.

**Structure Dimensions:**

Height \_\_\_\_\_ ft.      Width \_\_\_\_\_ ft.

Distance from building: \_\_\_\_\_ ft.

Distance from public right-of-way: \_\_\_\_\_ ft.

Height above sidewalk: \_\_\_\_\_ ft.

<b>CONTRACTOR INFORMATION:</b>	<b>Business Name</b>	<b>City License Number</b>
General Contractor		
Excavation		
Concrete		
Carpentry		
Electrical		
Plumbing		
Sewer		
Mechanical		
Roofing		
Masonry		
Drywall/Lathing		
Demolition		
Other		

**Detailed Description of Work to be Done:**

<b>Total Value of Work \$</b>

**Detailed Description of Materials/Attachments to be Used:**


**\*\*Must Attach Detailed Construction Plans\*\***

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official’s authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to this permit.

\_\_\_\_\_  
Printed Name of Applicant/Agent

\_\_\_\_\_  
Signature of Applicant/Agent

\_\_\_\_\_  
Date

- \*The following information must be submitted with this application:*
- *Photographic illustration of existing conditions*
  - *Rendering of the sign showing the dimensions*
  - *Photographic illustration of proposed conditions*
  - *Site Plan drawn to scale, if sign is not affixed to existing building*
  - *A copy of the applicant’s liability insurance naming the Town as coinsured*

**OFFICE USE ONLY:**

Building Department Notes:

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Code Enforcement Notes:

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Fire Department Notes:

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Permit Review Fee:	<b>\$75.00</b>
Permit Fee:	
Electrical Fee:	
Sign Fee:	<b>\$17.00</b>
Outdoor Advertising Registration:	<b>\$50.00</b>
Stop Work Order:	
Other:	

Application Received and Processed By: \_\_\_\_\_

**Total Fee**

Date: \_\_\_\_\_

Fees Paid:            Yes                            No

Application:        Approved                            Denied

Zoning Permit Issued: \_\_\_\_\_

Building Permit Issued: \_\_\_\_\_

Submitted to Council: \_\_\_\_\_