

SIGN PERMITS

CITY OF SHELBYVILLE

Scott Furgeson, Mayor



SIGN PERMIT APPLICATION PACKAGE

Shelbyville Plan Commission
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(Last Revised 04 January 2008)

SIGN PERMIT PROCEDURES

SUBMITTALS REQUIRED FOR PERMIT APPLICATION

The following items must accompany all applications for a Sign Permit

1. Sign Sketch: A sketch of the proposed sign indicating the following:
 - a. The sign copy and the design of the sign
 - b. The dimensions of the sign
 - c. The location where the sign will be placed on the property
 - i. If it is a wall sign, the placement of the sign on the wall shall be indicated as well as the dimensions of the wall
 - ii. If it is a pole sign, the height of the sign and the distance of the sign from the existing or proposed right-of-way shall be shown
 - iii. If it is a temporary sign, the distance from the right-of-way shall be indicated
2. Contact Information: The name of the business, the sign contractor, the telephone number of the sign contractor, and the address of the property where the sign will be placed.
 - a. The application must be sign by the sign owner or the contractor. When submitting the application it must contain the original signature.
3. Applications can be mailed to our office. If the permit is issued, the applicant can request the permit be mail after payment is received. The applicant must supply a pre-stamped enveloped for this to happen.

IF ANY NEW ELECTRICAL WORK IS REQUIRED FOR A SIGN, AN ELECTRICAL PERMIT MUST BE PULLED BY A LICENSED ELECTRICIAN.

SIGN PERMIT REQUIREMENTS

Except as otherwise provided in Chapter 98 of the Shelbyville City Code, no sign may be erected without first receiving a permit for such sign from the Plan Commission Director. The following signs are not required to receive permits, but are still subject to the standards of Chapter 98 of the Shelbyville City Code.

1. Real Estate Signs
2. Political Signs
3. Existing signs that are only having alterations such as change of copy, sign face, color, illumination, or supporting structure.
4. Historic Place Signs
5. Window Signs (such as credit card signs or business hours signs)
6. Under Canopy signs
7. Street Numbers
8. Subdivision development amenity signs
9. Temporary residential garage sale signs
10. Parking signs

FEE REQUIREMENTS

Before the granting of a sign permit, each applicant shall pay a fee per sign to the City of Shelbyville according to the following schedule:

Permanent Signs

- | | |
|-------------------------|----------|
| ▪ Residential | \$10.00 |
| ▪ Commercial/Industrial | \$25.00 |
| ▪ Institutional | \$10.00 |
| ▪ Billboard | \$100.00 |

Temporary Signs

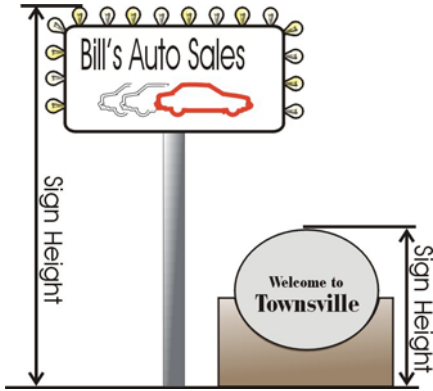
- | | |
|----------------------|-------------------|
| ▪ Reader Board Signs | \$10.00 per month |
| ▪ Banner Signs: | \$10.00 per month |

ENFORCEMENT

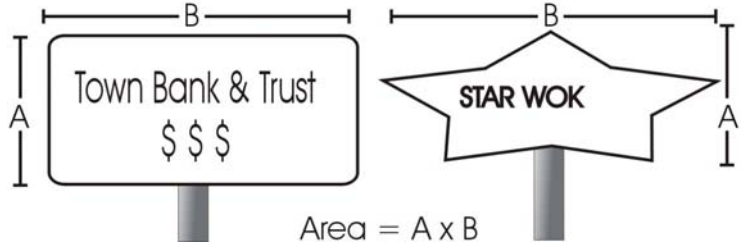
If any sign is erected, placed, installed or otherwise established on any property before obtaining a permit, enforcement action and penalties may be applied as provided in Section of 98.99 of the Sign Code.

SIGN INFORMATION

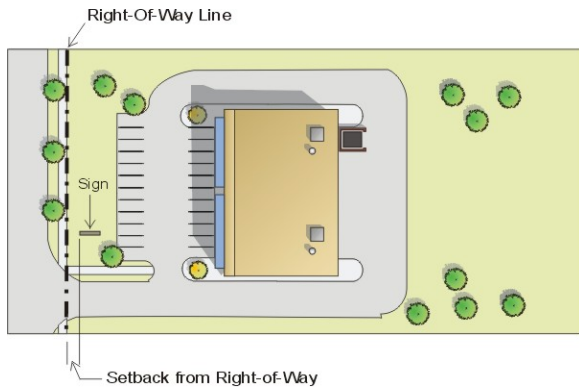
The following graphics are provided to help illustrate the information required for all sign permits applications.



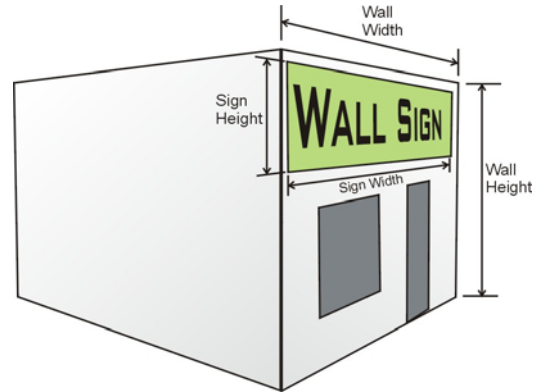
Example of a Pole sign and a Monument/Ground Sign



Example on how to measure for area of sign



Example of a site plan (can be hand drawn)



SIGN CODE

A copy of the sign code can be found on our website www.cityofshelbyvillein.com or you can request a copy for a fee of \$2.50. Please contact our office for a copy.