

FAX # 304-635-7132

CITY OF ELKINS, WV
401 DAVIS AVE.
ELKINS, WV 26241

PERMIT NUMBER

APPLICATION DATE: _____

SIGN PERMIT APPLICATION

PROPERTY OWNER INFORMATION	
OWNERS NAME:	
ADDRESS:	
PHONE #:	
NOTE: Property owners may only do work on their own residenct. Any work done on other property must be done by a licensed contractor.	

JOB SITE INFORMATION	
ADDRESS:	
LENGTH	STREET CLEARANCE
WIDTH	WALK CLEARANCE
HEIGHT	DISTANCE FROM CURB

CONTRACTOR		
Name:		
Address:		
Phone:	WV License #	City license #
Contractors must have a valid WV Contractors and City of Elkins License and all Applicable Fees Paid		

TYPE OF SIGN	
<input type="checkbox"/> WALL	<input type="checkbox"/> MULTI-TENANT SIGN
<input type="checkbox"/> MONUMENT	<input type="checkbox"/> PROJECTING SIGN
<input type="checkbox"/> ROOF	<input type="checkbox"/> ELECTRIC
<input type="checkbox"/> POLE	<input type="checkbox"/> SCROLLING MESSAGE SIGN
<input type="checkbox"/> KIOSKS	<input type="checkbox"/> CHANGEABLE COPY SIGN
<input type="checkbox"/> PERMANENT WINDOW	<input type="checkbox"/> GROUND SIGN
<input type="checkbox"/> CANOPY SIGN	<input type="checkbox"/> PORTABLE SIGN
<input type="checkbox"/> FREE STANDING	<input type="checkbox"/> OTHER: _____
<input type="checkbox"/> MENU SIGNS	

ELECTRICAL CONTRACTOR		
Name:		
Address:		
Phone:	WV License #	City license #

MATERIALS	

CONCRETE CONTRACTOR		
Name:		
Address:		
Phone:	WV License #	City license #
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VALUE OF JOB	

1. Owner or Contractor is responsible for compliance of the latest edition of the International Building Code, The National Electrical Code and the NFPA 101 Life Safty Code.
2. Owner or Contractor must notify the Building Inspector 24 hours in advance of all inspections

NO WORK IS TO BEGIN UNTIL THIS APPLICATION IS APPROVED AND PAYMENT IS MADE.

I understand and will adhere to all forgoing Requirements	
Signature of Applicant:	
Print Name of Applicant:	

SIGN PERMIT FEE: \$25.00 PLUS \$.50 PER SQ. FT.

All applications shall at a minimum be accompanied by accurate sketches and scaled drawings showing the proposed sign or sign structure, its content, and the location of the proposed sign upon the premises.

The approved Building Permit must be posted at job site.

I/WE HEREBY PROMISE TO RESTORE ANY AND ALL DAMAGES TO CITY SIDEWALKS, STREETS, ALLEYS, SEWERS, GAS LINES, WATER LINES, OR ELECTRICAL INSALLATIONS WHICH MAY RESULT FROM THIS WORK.