



PERMANENT SIGN PERMIT APPLICATION
City of Olathe, KS

Business Name _____ Tel. No. _____

Valid Address for Sign _____

Primary Contact for Questions or Permit Approval _____

Email _____

TYPE OF SIGN New [] Alter []

[] Wall [] Monument [] Projecting [] Other _____

[] Single Faced [] Double Faced [] Other _____

[] Non-Illuminated [] Illuminated Type of Illumination [] Internal [] Indirect

Cost of Sign Construction (PLEASE ATTACH QUOTE WITH APPLICATION) \$ _____

Freestanding Sign Height: _____ ft. _____ in.

Sign Dimensions: Length: _____ ft. _____ in. Height: _____ ft. _____ in. Area: _____ Sq. Ft.

Wall Dimensions: Length: _____ ft. _____ in. Height: _____ ft. _____ in. Area: _____ Sq. Ft.

Setback from Property Lines: Front: _____ Side: _____ Rear: _____

A completed sign permit checklist is attached: [] Applicant: _____

Sign Company Name: _____ Signature: _____

Mailing Address: _____ Tel. No.: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Date: _____

Name of Licensed Electrical Contractor _____

Johnson County Electrical License Number _____

*****OFFICE USE ONLY*****

Zoning: _____ Permit Number: _____

PERMIT FEE \$ _____ Paid by: [] Cash [] Check No. _____

Date Approved: _____ Approved by: _____

Comments: _____

All rights and privileges acquired under the provisions of this chapter or any amendment thereto are mere licenses revocable for cause at any time by the City Council. The enforcing officer is hereby authorized to recommend the revocation of any permit upon failure of the holder thereof to comply with any provision of this chapter. Omission of information on this application shall not excuse the applicant from any provision required in any applicable ordinance of the city. Any failure to comply with existing ordinance provisions will deem this permit application null and void.



CHECKLIST FOR PERMANENT SIGN PERMITS

Notice: Applications omitting any of the required information listed below will be deemed incomplete and will not be accepted. A completed checklist must accompany all sign permit applications.

For Permanent Signs

- Provide a completed application, including all requested information not listed as being for "office use only". A separate application is required for each sign.
- Provide a detailed drawing of the sign and any supporting structures, including dimensions, colors, materials and methods of illumination.
- For signs attached to buildings, provide a scaled elevation of the wall showing the proposed placement of the sign. Elevations should include detailed dimensional information of the entire wall upon which the sign is to be placed, and shall not be hand-drawn.
For detached signs, provide a detailed site plan, drawn to scale, showing the proposed placement of the sign on the property. Distances to adjacent property lines shall be clearly labeled. Hand-drawn depictions of the property will not be accepted.
- Provide a cost estimate for the construction of the proposed sign. If one estimate is provided for several signs, each requested sign should have an itemized cost.
- The application fee of 5% the cost of construction of the sign is included (this fee is non-refundable). The minimum application fee is \$60.00.
- I have included the name and license number of the certified Johnson County electrician if the proposed sign is illuminated and requiring a new, removal, or change in connections.
- I have read the attached "Sign Application Process Information".