

Checklist for Sign Permits

- Provide a completed sign application, including all requested information. A separate application is required for each sign.
- Provide a detailed drawing of each 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. (EXCEPTION: Temporary Sign depictions are permitted to 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. Property maps can be found on Johnson County's AIMS website at maps.joco.org.
- Payment for permit is due at time of pickup. This can be paid by cash, check, or credit card. Payment is due before any work can begin.
- A *Sign Installer Application* form must be filled out and received before installation can begin. A current valid Certificate of Insurance must also be on file. (EXCEPTION: *Temporary Signs* are not required to have a Sign Installer Application.)
- Temporary Signs may be posted for up to 90 days per calendar year, per business, in either 3, 7, 15, 30, or 60 consecutive day periods or 30 and 60 non-consecutive day periods. There is no limit on the number of temporary signs that may be posted, however the square footage of all signs combined may not exceed 48 square feet in sign area. No sign may exceed 16 square feet, with a maximum allowed height of six (6) feet and a minimum distance of three (3) feet from neighboring property lines.

Notice : Applications omitting any of the required information listed above will be deemed incomplete and will not be accepted.



6090 Woodson St
Mission, Kansas 66202
913.676.8360
www.missionks.org

Application for Sign Permit

Business Name _____

Address for Sign _____ Business Phone (____) _____

Primary Contact _____ Email _____

Type of Sign New Alter Temporary

Wall Monument Projecting Other (Describe) _____

Single Faced Double Faced Elevation/Location _____

Non-Illuminated Illuminated Type of Illumination Internal Indirect

Temporary Sign Information: Duration: _____ Start Date: ___/___/___ End Date: ___/___/___

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: _____

Project Valuation: \$ _____

Installer Information

Sign Company Name: _____

Applicant: _____ Sign Installer License #: _____

Mailing Address: _____ Tel. No. _____

City: _____ State: _____ Zip Code: _____

Email: _____ Is Sign Company also the Installer? Yes No

Name of Licensed Electrical Contractor: _____

Additional Information:

* All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

Signature: _____ Date: _____ I am the (circle one): Owner Owner's Agent

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

Permit #: _____ Date Received: _____
Zoning: _____ Date Approved: _____
Overlay District: _____ Date Issued: _____
Permit Fee: \$ _____
Business Occupational License # _____ Paid by: Cash Credit Card Check No. _____

Fee Structure:

Permanent: \$25.00 plus \$1.50 per square foot area of all monument, wall, and façade signs OR
\$25.00 plus \$.50 per square foot for re-facing, changing, or replacing existing sign.

Temporary:	Consecutive Days	Non—Consecutive Days
	3 days — \$20	30 days — \$100
	7 days — \$25	60 days — \$200
	15 days — \$40	
	30 days — \$75	
	60 days — \$150	