



Community Planning and  
Development Services  
6090 Woodson St.  
Mission, KS 66202  
[www.missionks.org](http://www.missionks.org)  
913. 676. 8360

## Checklist for Signs and Permits

### Procedure:

- Provide a complete 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 [mapsjoco.org](http://mapsjoco.org).

- Payment for permits 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 nonconsecutive 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.
- **Applications omitting any of the required information listed above will be deemed incomplete and will not be accepted.**

### **Fees for Sign Permits**

#### **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 signs.

**Temporary:**

**Consecutive Days**

3 days - \$20

7 days - \$25

15 days - \$40

**Non-Consecutive Days**

30 days - \$150

60 days - \$200

30 days - \$75