



Papillion Building Department
122 East Third Street
Papillion NE 68046
 Phone: 402-597-2072
 Fax: 402-597-2074
 www.papillion.org

Business Hours 8 am – 5 pm M-F

OFFICIAL USE ONLY

Permit Number _____

Inside City limits ETJ

Zoning District _____ FP _____

SIGN PERMIT APPLICATION

Address of project: _____ suite /space: _____

Name of business: _____

Legal Description: _____
 (Lot No) (Subdivision)

Owner of Property _____
 (Name) (Address) (City, State, Zip) (Phone)

Sign Contractor _____
 (Name) (Address) (City, State, Zip) (Phone)

***** Separate Electrical, if needed, Permit Required *****

NEW SIGN INFORMATION

All new sign applications require elevation views showing proposed signs with all dimensions shown: width, length or height above ground. Provide a site plan for detached signs showing setbacks to property lines and distance to other detached signs on same property or adjacent lots. Construction drawings are required for all pole signs showing footings and structural details sealed by a Nebraska licensed engineer. Please use one application for multiple signs under same ownership/address-use attachment if needed to show additional information. ***** Provide 3 (two in color) copies of all plans and one application. Please indicate size (SF) of sign(s) below.*** Provide a wall section for all wall mounted signs showing how sign is to be anchored to façade.**

Wall Sign (SF) _____ Monument Sign (SF) _____ Pole Sign (SF) _____ Other (SF): (describe) _____

Total Area of building façade (provide exterior wall area for individual tenant where sign is mounted) _____ sf (Provide drawing for clarification)

Illuminated Sign Electronic display sign (no flashing signs permitted) Moving/Rotating/Animated Sign

(Individual letters mounted on face of building count 50% of total area of sign) All other signs use exterior dimensions of sign. Only count area on one side of two sided sign.

EXISTING SIGN INFORMATION

▶ Number and type of existing sign to remain in place: _____ Total Area: _____ sf

▶ Number and type of existing signs to be removed: _____ Total Area: _____ sf

TEMPORARY SIGNS

Purpose of Temp Sign: _____ Type of Business _____

Type of Sign _____ Size (Width) _____ (Height) _____ Dates sign will be posted: _____

TOTAL SIGN VALUATION \$ _____ (Includes all labor and materials)

I hereby state that that the information submitted on this application is accurate and correct and that all work shall comply with city ordinances. This building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to plans that effect area or scope of work shall be approved by the building official's prior to construction and may require another permit application. No work is authorized until this permit has been approved and issued.

Applicant Name (Print clearly): _____ Signature: _____ Date: _____

Contact Name (Print clearly): _____ Phone: _____ Fax: _____

Person to answer questions regarding construction drawings and other code compliance issues.

The property shall comply with all applicable City of Papillion zoning ordinances. All neighborhood covenants and easements are the responsibility of the builder of homeowner.

OFFICIAL USE ONLY

Street Frontage _____ Allowance _____ Used _____ Proposed: _____

Notes:

Approving Authority: _____ Date: _____