



# City of Ottawa

## Community Development Department

101 S. Hickory  
P.O. Box 60  
Ottawa, KS 66067  
Phone: (785) 229-3620  
Fax: (785) 229-3625

E-mail [communitydevelopment@ottawaks.gov](mailto:communitydevelopment@ottawaks.gov)  
Web Site [www.ottawaks.gov](http://www.ottawaks.gov)

## Sign Permit Application

**Inspections:** Please call for inspection 24 Hours in advance.

**Required Attachments:** Must be submitted with application.

1. Site Plan.
2. Drawing or photograph detail showing sign dimensions.
3. Elevation drawing or photo showing sign placement for **wall signs**.
4. **Pole signs** must have Kansas licensed stamped engineer designs for wind load, footing, and anchors.
5. **Ground signs** over 8 feet tall must have Kansas licensed stamped engineer designs for wind load, footing, and anchors.

Project Address: \_\_\_\_\_ Date: \_\_\_\_\_

### Owners Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Address City State Zip Code

Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Names of Business: \_\_\_\_\_

### Contractors Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Address City State Zip Code

Phone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

### Project Information:

Sign to be:  Ground Sign  Wall Sign  Other: \_\_\_\_\_  
 Non-Illuminated  Illuminated (method) \_\_\_\_\_

Type of sign:  Construct new sign  
 Rework or replace existing sign

Sign to be constructed of: \_\_\_\_\_

Sign Area (square feet): \_\_\_\_\_ Wall Area (square feet, wall signs only): \_\_\_\_\_

Setback from property line: \_\_\_\_\_ Estimated Value: \_\_\_\_\_  
(ground & pole sign)

**Electrical work needed:** Yes  No

Electrical Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

The contractor certifies that the proposed work is authorized by the owner and the contractor is authorized by the owner to make this application as his agent.

Signature of Owner or Contractor: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

---

**For Office Use Only**

Historical District approval needed:  Yes  No Historical Approval Received: \_\_\_\_\_

Flood Plain:  Yes  No (If yes, elevations need to be furnished) Elevations Received: \_\_\_\_\_

Approvals	Initial's	Date	Notes
Zoning	_____	_____	_____
Public Utilities	_____	_____	_____
Other	_____	_____	_____

Permit Fee: \_\_\_\_\_

Valuation: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_