

**CITY OF NEW CASTLE**  
**SIGN PERMIT APPLICATION**

Date: \_\_\_\_\_ Zone District: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Telephone No.: (     ) \_\_\_\_\_

Location of Property (address): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Telephone No.: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant: \_\_\_\_\_

Applicant if not the owner: \_\_\_\_\_ Telephone No.: (     ) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Number of signs included in this application: \_\_\_\_\_

Is this application for:  New Sign(s)       Modification to existing sign(s)

Of what materials(s) is (are) the sign(s) constructed: \_\_\_\_\_

\_\_\_\_\_

Is the sign:     Permanent       Temporary       Freestanding       Attached to a building

What is (are) the exact location(s) of the sign(s): \_\_\_\_\_

\_\_\_\_\_

Size of sign(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of sign(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type and location of illumination, if any: \_\_\_\_\_

Check each of the following words which describe your sign(s):

- Suspended       Projecting       Pennant       Wall       Window       Flag       Roof
- Canopy       Temporary       Marquee       Banner       Other \_\_\_\_\_

Type, number, and size of existing sign(s) on property: \_\_\_\_\_

Submit a detailed site plan and detailed drawing including the following information:

- Number of all signs
- Size of all signs
- Description of signs
- Height of signs from bottom edge of sign to ground level
- Location of freestanding signs on property
- Distance of edge of signs from property lines
- Location of building signs attached on building
- Property dimensions
- Ground area of principal building
- Building elevations - width and height dimensions
- Street names

Cost of sign(s): \$ \_\_\_\_\_

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

\* \* \* \* FOR DEPARTMENT USE ONLY \* \* \* \*

SIGN PERMIT APPLICATION:     APPROVED       DENIED

SIGN PERMIT FEE    \$ \_\_\_\_\_

BY \_\_\_\_\_

DATE \_\_\_\_\_

PERMIT NO. \_\_\_\_\_