



**PERMANENT SIGN PERMIT APPLICATION  
FORT SMITH, ARKANSAS**

**ONE SIGN PER APPLICATION**

**THE APPLICANT:**

- a). Shall obtain a Sign Permit Application from the City Planning Department or the City Building Department.
- b). Shall fill out the application form and submit it along with installation plans to the Planning Department, room 331, or Building Department, room 405 of the Stephens Building, 623 Garrison Ave.
- c). **The application must be complete** in order for the City to review its contents.
- d). The applicant shall contact all the utility departments to verify utility locations.
- e). If the sign is along a state highway, the applicant shall contact the highway department for their approval.
- f). Questions concerning sign regulations, contact the Planning Department at 784-2216.

**THE APPLICATION WILL BE:**

- a). Checked by the City Planning Department to determine if the proposed sign will comply with the City Zoning Ordinances.
- b). Checked by the Engineering and Utilities Departments to determine if the proposed sign will comply with City Ordinances.
- c). This process should take approximately 3 working days to complete.
- d). If the structure and plans comply with the above mentioned requirements, the applicant will be notified so that they may obtain the sign permit.

**THE APPLICANT SHALL PLACE THE PERMIT CARD ON THE SITE  
BEFORE BEGINNING CONSTRUCTION.**

**IF WORK BEGINS BEFORE OBTAINING PERMIT, THE PERMIT FEE  
WILL BE DOUBLED!**

**SIGN PERMIT APPLICATION  
FORT SMITH, ARKANSAS**

Name of Business: \_\_\_\_\_

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

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

**PROPERTY INFORMATION AND CONSTRUCTION PLANS:**

**LEGAL DESCRIPTION:** (call the County Tax Assessor at 783-8948)

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

\*Attach metes & bounds description (if applicable)

Also include a site plan drawing showing all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations.

**OR**

The plans shall contain a certified land survey stamped by a licensed surveyor in the State of Arkansas. The drawing shall indicate all structures, setbacks, property lines, easements, property frontages, and all existing and proposed sign locations. See Sample Site Plan attached to rear of application.

**NEW SIGN INFORMATION:**

On site sign:    yes        no                      Off site sign:    yes        no

**TYPE OF CONSTRUCTION:**

Erect new sign and new pole:	yes	no			
Erect new sign on existing pole:	yes	no			
Erect new wall sign:	yes	no			
Erect new projecting sign:	yes	no			
Erect new ground sign:	yes	no			
Erect new roof sign:	yes	no			
Change sign faces only:	yes	no	wall	pole	ground sign
Fabric or awning sign:	yes	no			

**SIGN DESCRIPTION:**

**ONE SIGN PER APPLICATION**

Height of sign: \_\_\_\_\_

Length of sign: \_\_\_\_\_

Square footage: \_\_\_\_\_

Height to the bottom of sign: \_\_\_\_\_

Height to the top of sign: \_\_\_\_\_

Illuminated:    yes               no

Flashing:       yes               no     Electrician: \_\_\_\_\_

Revolving:     yes               no

Estimated cost of sign and erection: \_\_\_\_\_

The proposed sign will have supports made of:   Wood   Metal               Masonry           Other

\*If other specify: \_\_\_\_\_

The proposed sign will have a display made of:   Wood   Metal               Plastic            Other

\*If other specify: \_\_\_\_\_

**INSPECTIONS REQUIRED:**

- a).     **Foundation** - This is made after the footing has been excavated, all reinforcing steel in place, and before the concrete has been placed.
- b).     **Electrical** - The City Ordinance requires that the final connection to the sign be made by a **ELECTRICIAN** licensed and bonded in the City of Fort Smith.
- c).     **Final** - This is made when the sign has been completed, and the above inspections have been made.

**SIGN PERMIT REVOCABLE:**

All rights and privileges acquired under the provisions of this ordinance or any amendment thereto, are mere license revocable at any time by the Building Official and such sign permits shall contain this provision.



**OWNER OF PROPERTY:**

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

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

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

**LESSEE:**

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

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

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

**SIGN CONTRACTOR:**

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

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

City, State: \_\_\_\_\_

Phone: \_\_\_\_\_

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Date

ZONING:            APPROVED: \_\_\_\_\_            DENIED: \_\_\_\_\_            ZONE: \_\_\_\_\_

APPROVED AS NOTED: \_\_\_\_\_

ENGINEERING:    APPROVED: \_\_\_\_\_            DENIED: \_\_\_\_\_

UTILITIES:            APPROVED: \_\_\_\_\_            DENIED: \_\_\_\_\_