



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

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**Building Department**

**THE APPLICANT:**

- a). Shall obtain a Sign Permit Application from the City Building Department.
- b). Shall fill out the application form and submit it along with a site plan showing the locations the sign on the property.
- 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 contract the highway department for their approval.
- f). Questions concerning sign regulations, contact the Planning Department at 784-2216.
- g). Written approval from property owner for the portable sign location must accompany the application.

**THE APPLICATION WILL BE:**

- a). Checked by the City Planning Department to determine if the proposed sign will comply with the City Zoning Ordinances.

**THE APPLICANT SHALL NOT PLACE THE PORTABLE SIGN ON THE PROPERTY  
UNTIL NOTIFIED BY THIS DEPARTMENT TO INSTALL THE SIGN.**

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

PERMIT NUMBER: \_\_\_\_\_ RENEWAL DATE: \_\_\_\_\_

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

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

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

**ZONING ORDINANCE:**

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

Denied: \_\_\_\_\_

**ELECTRICAL INSPECTION:**

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

Denied: \_\_\_\_\_

**LEGAL DESCRIPTION:** (call the 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.

**SIGN DESCRIPTION:**

Banner      or      Portable

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

Width of sign: \_\_\_\_\_

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

Illuminated:    yes                      no                      Electrician: \_\_\_\_\_

**EXISTING SIGN INFORMATION**

Include ALL existing signs including portable signs, banners, gasoline, soft-drink & beer price signs, directional signs, etc.. Omitted information will delay approval of this application.

TYPE (pole, wall)	LEGEND (what sign says)	HEIGHT	WIDTH	SQUARE FOOTAGE
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PERMIT NUMBER: \_\_\_\_\_

RENEWAL DATE: \_\_\_\_\_

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

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

This notice will serve as the first renewal notice sent to you regarding your Portable Sign Permit.

**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.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date