



SIGN PERMIT APPLICATION

City of Conway, Arkansas • Planning & Development

OFFICE USE ONLY	
Permit No. _____	
State Trade Fee \$ _____	
Total Permit Cost \$ _____	
Paid <input type="checkbox"/> Reference _____	

Date: _____

Applicants are advised to read the complete Sign Ordinance, available on cityofconway.org, prior to completing and signing this form. Base sign permit fee is \$35.00 per sign. *Structural and/or electrical permits may be required. Please contact the Building Permits & Inspections Department at 501-450-6107 for clarification prior to submitting application.*

Site plan showing placement of sign and rendering of sign showing accurate dimensions are required with application. Additional documentation may be required by Sign Administrator.

Sign Company

Property Owner

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

General Details

(if applying for more than one sign at the same location please refer to page 2)

Sign Type

Name of Business: _____

___ Awning

___ Projecting

Address/Location of sign(s): _____

___ Banner

___ Under Canopy

Sign Dimensions (height, length, width): _____

___ Monument

___ Wall

Setback of sign from property line: _____

___ Pole

___ Window

Wall dimensions (for wall mounted sign): _____

Other _____

Is sign illuminated? Yes ___ No ___ Total number of signs: _____

Temporary Sign Renewal? Yes ___ No ___

Zoning Classification: _____

Is sign in Historic District or Old Conway Design Overlay District: Yes ___ No ___

Cost of sign (incl. materials, fabrication and installation): \$ _____

State Trade Fee (0.0005 x cost of sign): \$ _____

I, _____, do hereby certify that all information contained within this application is true and correct. I understand that the terms of the Sign Ordinance, Historic District/Old Conway Design Overlay Guidelines, and other pertinent Ordinances supersede the Sign Administrator's approval and that all signs must fully comply with all terms of said ordinances regardless of approval. I further certify that the proposed sign is authorized by the property owner and that I am authorized by the property owner to make this application. I understand that no sign may be placed in any public right-of-way. I understand that I must comply with all building and electrical codes and that it is my responsibility to obtain all necessary building and electrical permits.

Applicant's Signature

Date

Sign Administrator (or designee)

Date

Sign #2

Sign Dimensions (height, length, width): _____

Setback of sign from property line: _____

Wall dimensions (for wall mounted sign): _____

Is sign illuminated? Yes ___ No ___

Sign Type

- Awning Projecting
- Banner Under Canopy
- Monument Wall
- Pole Window
- Other _____

Sign #3

Sign Dimensions (height, length, width): _____

Setback of sign from property line: _____

Wall dimensions (for wall mounted sign): _____

Is sign illuminated? Yes ___ No ___

Sign Type

- Awning Projecting
- Banner Under Canopy
- Monument Wall
- Pole Window
- Other _____

Sign #4

Sign Dimensions (height, length, width): _____

Setback of sign from property line: _____

Wall dimensions (for wall mounted sign): _____

Is sign illuminated? Yes ___ No ___

Sign Type

- Awning Projecting
- Banner Under Canopy
- Monument Wall
- Pole Window
- Other _____

Sign #5

Sign Dimensions (height, length, width): _____

Setback of sign from property line: _____

Wall dimensions (for wall mounted sign): _____

Is sign illuminated? Yes ___ No ___

Sign Type

- Awning Projecting
- Banner Under Canopy
- Monument Wall
- Pole Window
- Other _____