Application Fee **$50.00**

SIGN
PERMIT APPLICATION

PART A IDENTIFICATION	
Owner Name	
Address	
Address location of the proposed sign(s)	
Contact Name of Owner	
Phone Number	**Email Address**

PART B DETAILED INFORMATION			
Number of Signs	**Sign Type** Wall ☐ Ground ☐ Monument ☐ Canopy ☐ Temporary ☐	**Electrical Information** Yes No Sign(s) be illuminated? ☐ ☐ Connect to existing outlet rectepacle? ☐ ☐ If not provide electrician name	**Sign Valuation**

PART C CHECK LIST AND APPLICANT INFORMATION		
Applicant		
Address		
City	**State**	**Zip Code**
Phone Number	**Email Address**	

Provide the Following Information:
Site Plan and elevation drawings of the proposed signs, showing the following formation: The location of the signs on the building or lot, clearance from the ground (state what kind of surface is below the sign, ie. grass, sidewalk, driveway, fire lane, exact wording to appear on the sign, letter height of each word on the sign, length of each word on the sign, overall dimensions of the sign, total wall length of the building or tenant space, total height of each sign and any existing signs on the building.

Owner's Certification: I certify that the information contained in this application and on any accompanying documents is true and that I have the permission of the property owner to perform the work herein described.

Applicant's Signature: X_____ Date:_____

FOR OFFICE USE ONLY		
Received by	**Date received**	**Permit fee paid**
Permit Number		**Approval Date**

IOWA DOT
SMARTER I SIMPLER I CUSTOMER DRIVEN www.iowadot.gov

Advertising Management
800 Lincoln Way - Ames, Iowa 50010
515.239.1673 (TEL) 515.239.1891 (FAX)
www.iowadot.gov/iowaroadsigns

November 2015

NOTIFICATION to Iowa Cities and Counties

SUBJECT: Permit Process for Advertising Signs

The purpose of this letter is to inform you of the Department's responsibility to control the erection and maintenance of advertising signs along interstate and primary highways.

We have found that some local authorities have been unaware of state regulations that must be met in addition to local ordinances with respect to advertising signs on private property, (no signs, other than those authorized by the Manual on Traffic Control Devices are allowed in the right of way), along interstate and primary highways.

Signs advertising a product, which is not available, or an activity that does not take place at the sign's location are considered off-premise signs and outdoor advertising permits are required from the Department. A sign must meet established size, lighting, spacing, and zoning requirements before a permit can be issued.

We ask that in your dealings with sign owners that you alert them to the possibility that a state permit might be necessary. This will eliminate any unnecessary expense that could occur if they erect a sign that conforms to the local ordinance but must be removed later because it does not comply with state law.

We appreciate your cooperation in this matter. If you are not the person who oversees the signing ordinances for your jurisdiction, we would ask that you pass this letter on to the appropriate individual.

We do, as a matter of practice, require that the local zoning authority sign off on all outdoor advertising permit applications. This gives you the opportunity to share with the sign owner any regulations and requirements that you might have in addition to those contained in state law. This does not prohibit the local authority from establishing standards, which are more restrictive than state law. It is, however, the responsibility of the local jurisdiction to enforce their own ordinances.

If you have any questions regarding this matter feel free to contact our office at the telephone number listed above or visit our website at www.iowadot.gov/iowaroadsigns.

Sincerely,

Brent Christian
Right of Way Agent
brent.christian@dot.iowa.gov

BC:sa