



CITY OF ST. PETERS
SIGN PERMIT APPLICATION

Sign Message: _____ Permit Number: _____

Address of Sign Location: _____

Business Owner's Name: _____ Phone: _____

Address (City, State, Zip): _____

Property Owner's Name: _____ Phone: _____

Address (City, State, Zip): _____

Sign Company's Name: _____ Phone: _____

Address (City, State, Zip): _____ Email _____

TYPE OF SIGN: ___ Ground ___ Wall ___ Billboard ___ Other: _____
COST OF SIGN: \$ _____ TYPE: ___ Electric ___ Non-electric
SIZE OF SIGN: Horizontally: _____ Vertically: _____ Total Area: _____ (Square feet)
HEIGHT OF SIGN: (From grade to top of the sign): _____ ZONING DISTRICT: _____

THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR EACH SIGN PERMIT APPLICATION:

GENERAL SIGN REQUIREMENTS (Indicate all items that were submitted.)

- Two (2) blueprints or ink drawings of sign plans including:
- Sign message, color(s), and graphics to be used.
- Specifications of sign.
- Method of construction and attachment to the building or ground.
- For all ground signs show the proportional pole cover to the proposed sign
Written consent of the property owner.
For electric signs show location of disconnect switch per current electrical code.
Sign contractor proof of City business license. (City license number: _____)

ADDITIONAL REQUIREMENTS FOR GROUND (POLE) AND WALL SIGNS TO SUBMIT IN THE PERMIT APPLICATION:

GROUND (POLE) SIGNS (Indicate all items that were submitted.)

- Check the total sign size for compliance with the City's sign regulations.
Show underground electric service to the sign.
Provide a site plan showing the precise location of the ground sign in relation to the property line. All such signs MUST BE AT LEAST TEN (10) FEET BACK FROM THE PROPERTY LINE (measured from the sign edge).
***SUBDIVISION ENTRANCE SIGNS MAY BE A MINIMUM OF FIVE (5) FEET FROM AN ARTERIAL OR COLLECTOR ROAD.
Provide one (1) copy of stress calculations prepared by a Missouri registered structural engineer.
Note the location of all existing signs on the same premises/tenant space on a separate site plan. Please include:
- Message of the sign(s).
- Dimensions of the sign(s) and placement on the site.
Provide written consent of the business owner stating any electronic message centers will change at a minimum of ten seconds and will not be allowed to scroll, flash, animate or contain any other mechanical or electrical contrivance.

WALL SIGNS (Indicate all items that have been submitted.)

- For all wall signs provide site plan drawing or photograph which verifies the wall for proposed sign has a public street frontage.
- Wall signs may not exceed 32 square feet or 5% of wall area, whichever is greater. If the wall sign is based on the building façade, the applicant must provide a building profile documenting the appropriate dimensions.
- Provide a detailed method of attachment, including bolt locations and sizes.
- Note the location of all existing signs on the same premises/tenant space on a separate site plan. Please include:
 - Message of the sign(s).
 - Dimensions of the sign(s) and placement on the building.

SIGN FEES

A one time sign permit review fee of **\$40.00 per sign is payable upon submittal of this application.** A single Miscellaneous Building Permit is required for all electrical connections and pole sign footing inspections, per sign application. The Miscellaneous Building Permit Fee is an additional **\$50.00 per sign and requires a separate application.**

ELECTRICAL INSPECTIONS AND FOOTING INSPECTIONS

All electrical connections must be installed by a licensed electrical contractor. Footing inspections must be **requested 24 hours prior to placing concrete.** Call the City of St. Peters at (636) 477-6600 or 278-2244, extension 1670 for electrical and footing inspections.

BUSINESS LICENSE

To obtain a City business License, contact the Business License Department at 636-477-6600, extension 1232.

GENERAL INFORMATION

Free copies of the sign regulations are available at City Hall or viewable on line at www.stpetersmo.net/planning-and-development.aspx. If you have further questions, please call (636) 477-6600 or 278-2244 extension 1670.

I have read the above application and know the contents thereof; certifying the same to be true and correct. I further state that I am familiar with the laws governing the construction and erection of signs within the City of St. Peters and that the above sign will be built and erected in conformity therewith. I understand that this permit is non-transferable and that construction and erection of the sign must be completed within six (6) months of permit issuance or the sign permit will become null and void.

Applicant's Signature: _____ Date: _____

Applicant's Name (print): _____

Applicants Address (City, State, Zip): _____

Applicant's Telephone Number: _____ Fax: _____

FOR OFFICE USE ONLY

DATE DISAPPROVED OR VOID: _____

REASONS FOR DISAPPROVAL: 1. _____
2. _____

APPROVED BY: _____ DATE: _____