

Community Development Department Sign Permit Application

PERMIT #: _____

Business Name: _____

Address of Sign Location: _____

Business Owner's Name: _____

Business Owner's Address: _____

Phone #: _____ Email Address: _____

Sign Company's Name: _____

Sign Company's Address: _____

Phone #: _____ Email Address: _____

SIGN REGULATIONS AND QUESTIONS

For Sign Regulations [click here](#) or visit the Community Development Department, Planning Division, 1001 Schroeder Creek Blvd., Wentzville, MO 63385. If you have further questions, please contact staff below.

Regina Love
Planning Technician/
Code Compliance Inspector
(636) 639-2047

OR

Charles Senzee
Planning Manager
(636) 639-2065

SIGN INFORMATION

Sign Type: Ground Wall Pole* Other (Banner/Flags)

Class: Electric Non-Electric

Size of Sign: Total Area: _____ square feet

Height of Sign: _____ from grade to top of sign (if ground mounted).

THE FOLLOWING INFORMATION MUST BE SUBMITTED SEPARATELY FOR EACH SIGN BEFORE THE GRANTING OF A SIGN PERMIT.

- _____ 1. Two 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 building or ground.

- _____ 2. Written consent of property owner.

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- _____ 3. For electrical signs show location of disconnect switch per current National Electrical Codes. All electric service shall be underground for pole and ground signs.
- _____ 4. On a separate Site Plan note the location of all existing signs on the premises including:
- Image of sign(s)
 - Dimension of sign(s) and placement on site or building.
- _____ 5. A Site Plan must be provided showing the precise location of the ground sign with respect to the public road right-of-way line. All such signs MUST BE AT LEAST 10 FEET BACK OF THE RIGHT-OF-WAY LINE (measured from the edge of sign).
- _____ 6. Provide one copy of stress calculations prepared by a Missouri registered structural engineer for pole or directory signs.
- _____ 7. For all wall signs provide scale, elevations, drawings or photos indicating the wall for the proposed sign indicating the length and height of the building (or lease unit), and sign dimensions. If the wall sign is based on the building façade, applicant must provide building profile documenting the appropriate dimensions.
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SIGN INSPECTIONS – FOOTING & ELECTRICAL

- All electrical connections must be installed by a St. Charles County licensed electrical contractor.
 - Footing inspection must be requested 24 hours prior to pouring concrete, for ground and pole signs.
 - Contact the Wentzville Building Division at (636) 327-5101 to schedule inspection 24 hours in advance.
 - Permit holder will need the permit number in order to schedule the inspection.
 - *Pole signs which exceed 10 feet in height require engineered design and calculations.
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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 Wentzville 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 months of permit issuance or the sign permit will become null and void.

Applicant's Signature: _____ Date: _____

Applicant's Name (Print): _____

Applicant's Address: _____

Applicant's Telephone#: _____ Applicant's Fax#: _____

Applicant's Email Address: _____