

# City of O'Fallon Planning and Development

City of O'Fallon, Missouri 100 North Main Street O'Fallon, Missouri 63366  
 Phone (636) 379-5467 or (636) 379-5486 / Fax (636) 240-5511



## Application for Sign Permit

**Business / Project Name:** \_\_\_\_\_

**Business / Project Address:** \_\_\_\_\_

**Sign Placement:** (on premise \_\_\_\_\_) (off premise –give location: \_\_\_\_\_)

**Applicant / Installer Name:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

### Specifications for Installed Signs (on premise):

Attached Wall: Free Standing: Multi Tennant (Directory / Center): Interchange:	Site:	Building:		Sign:	
	Linear Frontage Along ROW:	Interior Finished Floor Area:	Exterior Façade Sq Footage:	Overall Sign Height:	Area of Sign Face:
_____					
_____					
_____					
_____					

### Specifications for Temporary Signs (on premise):

Free Standing: Banner: Specialty Display (Balloon / Streamer): Project ID:	Sign Size:	Display Dates:		Display Time:	
	In Square Feet:	Installed:	Removed:	Used:	Remaining:
_____					
_____					
_____					
_____					

### Specifications for Temporary Signs (off premise): Weekend / Annual

1. Signs may only be displayed between 6 p.m. Fridays and 6 a.m. Mondays of the same weekend	1. The business or development being advertised must be located within the City of O'Fallon.
2. Shall be free standing and shall not exceed four (4) square feet in area, or six (6) feet in height from the adjacent finished grade.	2. Signs shall be free standing and shall not exceed thirty-two (32) square feet in sign face size.

### Approval of a City Sign Permit is contingent upon the business owner's adherence to the following conditions:

- Sketches of the proposed sign (including dimensions & copy); and a scaled drawing/plot plan showing location of the sign on the property must be attached to application.
- All signs shall be clear of easements; signs placed in easements may be removed at owner's expense.
- Placement of such signs shall be prohibited on private property without the express permission of the property owner.
- Signs shall not be placed as to interfere in any way with public health or safety. Such signs placed within the State right of way are further subject to the rules and regulations of the Missouri Department of Transportation.
- Signs that are non-compliant, and/or not removed when required by the Code, will be subject to citation removal and/or confiscation without remuneration or compensation.
- If electrical work is proposed as part of the sign installation the following contractor sheet shall be submitted with the permit. The electrician shall be licensed in St. Louis County or St. Charles County.
- This permit is not valid until all of the applicable fees have been paid.

\_\_\_\_\_  
 (Applicant Signature / Date)

\_\_\_\_\_  
 (City Staff Signature / Date)

### Staff Only:

_____ Approved _____ Denied	Permit # : _____	Permit Fees:
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