



Department of Planning and Development

723 West Markham Street

Little Rock, Arkansas 72201-1334

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**Planning
Development
Building Codes**

ON-PREMISES SIGN PERMIT APPLICATION

Application Date: _____ **Permit #:** _____

Business Billing Information

Property Owner or Agent

Business Name: _____

Name: _____

Billing Address: _____

Address: _____

Phone: () _____

Phone: () _____

Email: _____

Email: _____

Street Address of Sign: _____ **Zoning District:** _____

Type of Sign: _____ Freestanding _____ Wall _____ Awning _____ Projecting _____ Canopy

Specific Wording on Sign: _____

Sign Face Dimensions: _____

Wall Area Facing Street (square feet): _____

Sign Height (for freestanding/pole sign only): _____

Electrical Circuit (select one): _____ New Circuit _____ Existing Circuit _____ No Power Required

NOTE: All on-premises freestanding signs shall have located on the face of the sign, in characters no less than six (6) inches in height, the street address number of the business identified by the sign. In the case of a double-faced freestanding sign, the street address number shall be located on each face of the sign. All freestanding pole style signs and/or projecting signs require thirteen (13) feet minimum vehicle clearance and nine (9) feet minimum pedestrian clearance under/below the sign. All freestanding signs require a minimum of five (5) feet setback from the property line to the closest edge of the sign. Any sign located in an easement requires written approval of the easement holder.

ATTACHMENTS SHALL INCLUDE: a) completed application for each proposed sign, b) rendering or photograph of each entire sign, with dimensions, c) site plan to scale and including certified boundary survey portraying rights-of-way, property lines, setbacks, easements, buildings and abutting streets, d) foundation/footing drawing (sealed by professional engineer if appropriate), and (e) \$50.00 fee for each proposed sign.

I (print name), _____, **do hereby certify** that all information contained on this application is true and correct. I also agree to comply with all requirements of the City of Little Rock Building, Electrical, Traffic, and Sign Codes. I further certify I am authorized to make this application and install the sign or signs, and all proposed work is authorized by the owner.

Property Owner or Agent Signature

Zoning and Sign Inspector Signature