

CITY OF BUTLER
APPLICATION FOR SIGN PERMIT
PERMIT NO._____

Applicant/Owner: _____ Phone: _____
Address: _____
Location of Sign Address: _____

Sign Information:

<input type="checkbox"/> Wall Sign	Size: Width _____	Height _____	Square feet _____
<input type="checkbox"/> Roof Sign	Size: Width _____	Height _____	Square feet _____
<input type="checkbox"/> Canopy Sign	Size: Width _____	Height _____	Square feet _____
<input type="checkbox"/> Projecting Sign	Size: Width _____	Height _____	Square feet _____
<input type="checkbox"/> Ground Sign	Size: Width _____	Height _____	Square feet _____
	Height from top of sign to ground level _____		
<input type="checkbox"/> Pole Sign	Size: Width _____	Height _____	Square feet _____
	Height from top of sign to ground level _____		

Illumination:

None Internal External

**CONTRACTOR BUSINESS
LICENSE**

YES () NO () N/A ()

Please describe if illuminated: _____

Sign Message: _____

Value of proposed work for installation of the sign: \$ _____

A picture or scaled drawing of the proposed sign showing its location on the property or on the building or structure should be provided with this application. Construction documents or other information may be required by the City Building Official. Specific Regulations for Commercial Properties are under IBC 2012.

Applicant/Owner Signature: _____ Date: _____

To be completed by the City:

Date Application Filed: _____ Fee Paid \$ _____

Approved by: _____

Sec. 26-269. - Sign standards.

- (a) The gross surface area of a sign shall be the sum of all surfaces of the sign faces, except that for double-faced signs only one (1) face shall be used to compute the surface area.
- (b) Sign height shall be measured from the ground level at the base or below the sign to the highest element of the sign.
- (c) No illuminated sign shall be located in any residential district.
- (d) No sign shall be attached to a tree. No sign shall be attached to a public utility pole on public or private property, except governmental signs.
- (e) No sign shall be erected or maintained at any location where, by reason of its position, size, shape or color, it may obstruct or interfere with the view of any traffic or traffic control sign or device, or where it may confuse or obstruct traffic.
- (f) Replacement of support posts or other structural supports shall constitute removal of the sign, and its replacement shall be in conformance with the provisions of this division.
- (g) Signs accessory to a principal use with a legally nonconforming front yard setback need not have setbacks in excess of that of the principal structure.
- (h) Display signs shall not closely resemble or approximate the shape, form and color of official traffic control signs, signals and devices.
- (i) No display sign or temporary sign shall be so placed as to obstruct or interfere with a required building doorway, other required means of ingress or egress.

(Ord. No. 917, 11-2-10)

Sec. 26-270. - Permit required.

- (a) *Required.* Any owner or authorized agent who intends to construct, enlarge, alter, erect, or re-erect any permanent or temporary sign shall first make application to the building official and obtain the required sign permit.
- (b) *Work exempt from permit.*
 - (1) *Generally.* Exemptions from permit requirements of this division shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this division or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:
 - a. Political signs which comply with this division.
 - b. Municipal signs, legal notices, trespassing signs, signs to add safety.
 - c. Subdivision development signs.
 - d. Construction signs.
 - e. Residential real estate signs.
 - f. Open house signs not exceeding four (4) square feet.
 - g. Sidewalk signs.
 - h. Tables or plaques constructed of bronze, brass, stone, or other noncombustible materials, when built or attached to the walls of the building.
 - i. Incidental and direction signs not exceeding three (3) square feet.
 - j. One (1) information sign not more than two and one-half (2½) square feet, on a wall or over a show window or door of a business or business establishment, announcing without display or elaboration, only the name of the proprietor and the nature of his business or business establishment.
 - k. One (1) information sign not exceeding two (2) square feet of display surface, on a residence building stating merely the name and profession or occupation of an occupant for an approved home occupation.
 - l. Temporary signs or banners authorized by the city.
 - m. Notices posted by order of any court or to notices to the public required by law to be posted in public places.
 - n. Painting, cleaning, and general maintenance of existing signs.
 - o. Changing of the advertising copy of an existing sign.
 - (2) *Repairs.* Application or notice to the building official is not required for ordinary repairs to the sign structure, face, or replacement of lamps. Repairs shall not include modifications to the structure, alterations, replacement or relocation of any sign, or other work affecting public health or general safety. No display sign shall hereafter be altered, rebuilt, enlarged, extended or relocated except in conformity with the provisions of this division. The repainting of signs shall not be deemed to be an alteration within the meaning of this division.
- (c) *Application for permit.*
 - (1) To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the city. Such application shall:
 - a. Identify and describe the work to be covered by the permit for which application is made.

- b. Describe the land on which the proposed work is to be done by legal description, street address, that will readily identify and definitely locate the proposed building or work.
- c. Indicate the use and occupancy for which the proposed work is intended.
- d. Be accompanied by construction documents and other information as required.
- e. State the valuation of the proposed work.
- f. Be signed by the applicant or the applicant's authorized agent.
- g. Give such other data and information as required by the building official.

(2) *Action on application.* The building official shall examine or cause to be examined applications for permits and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the building official shall reject such application in writing stating the reason therefore. If the building official is satisfied that the proposed work conforms to the requirements of this Code and laws and ordinances applicable thereto, the building official shall issue a permit therefore as soon as practicable.

(3) *Time limitation of application.* An application for permit for any proposed work shall be deemed to have been abandoned one hundred eighty (180) days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one (1) or more extensions of time for additional periods not exceeding ninety (90) days each. The extension shall be requested in writing and justifiable cause demonstrated.

(d) *Validity of permit.* The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this division or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this division or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the building official from requiring the corrections of errors in the construction documents and other data. The building official is also authorized to prevent the use of a sign where it is in violation of this division or any other ordinances of this jurisdiction.

(e) *Expiration.* Every permit issued shall be come invalid unless the work on the site authorized by such permit is commenced within one hundred eighty (180) days after its issuance, or if the work authorized on the site by such permit is suspended or abandoned for a period of one hundred eighty (180) days after the time the work is commenced. The building official is authorized to grant, in writing, one (1) or more extensions of time, for periods not more than ninety (90) days each. The extension shall be requested in writing and justifiable cause demonstrated.

(f) *Suspension or revocation.* The building official is authorized to suspend or revoke a permit issued under the provisions of this division wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation, or any of the provisions of this division.

(Ord. No. 917, 11-2-10)

Sec. 26-271. - Continuance of existing signs.

Nothing in this division shall require the removal or discontinuance of a legally existing display sign that is not altered, rebuilt, enlarged, extended, or relocated and the same shall be deemed a nonconforming use under the terms of this division.

(Ord. No. 917, 11-2-10)

Sec. 26-272. - Projecting signs.

Display signs, fastened to, suspended from or supported by a building or structure so as to project there from at an angle, shall not extend to more than two (2) feet from the inner curb line; provided, that display signs not exceeding fifteen (15) inches high, supported directly on marquees may extend to the permissible outer limits of such marquees. A clear space of not less than ten (10) feet shall be provided below all parts of such signs except when such signs are hanging from permitted marquees and building projections in the central business district which are in compliance with the central business district plan and providing that such signs do not exceed fifteen (15) inches from the bottom of such marquees or projections. Projecting sizes shall not exceed one (1) square foot in area for each two (2) feet of building frontage.

(Ord. No. 917, 11-2-10)

Sec. 26-273. - Sidewalk signs.

Privately-owned, freestanding, moveable display signs shall be permitted on public sidewalks adjacent to buildings with zero-foot setbacks within the commercial zoning districts without a sign permit, when in compliance with the following:

- (1) The sign face and frame shall be no more than three (3) feet wide or more than four (4) feet high.
- (2) Signs may be placed on public sidewalks, provided that a minimum unobstructed walkway of four (4) feet in width shall be preserved for pedestrian use.
- (3) Only two (2) moveable signs shall be displayed on any business frontage abutting a public street.
- (4) Signs may only be displayed during business hours of the subject business and shall be removed at other times.
- (5) Signs shall not be illuminated.
- (6) No sign shall obstruct the vision or mobility of pedestrians or motorists on adjacent streets, and shall be subject to removal by the city.
- (7) The owner of any private sign displayed on a public sidewalk shall indemnify the city from any liability resulting from the location of a sign on the sidewalk.

(Ord. No. 917, 11-2-10)

Sec. 26-274. - Ground and pole signs.

Display signs shall not exceed fifteen (15) feet in height above the ground on which they rest, except that freestanding identification pole signs for gasoline service stations, parking lots and other commercial uses may have a height of not to exceed thirty-five (35) feet. Such signs shall be located back of the street line and building line a distance equal to not less than the height of the sign above the ground. Such signs when more than thirteen (13) feet high shall be constructed of incombustible materials.

(Ord. No. 917, 11-2-10)

Sec. 26-275. - Roof signs.

Display signs that are placed above or supported on the top of a building or structure shall be constructed of incombustible materials; provided, that moldings and capping may be of wood. Such signs shall be set back at least eight (8) feet from the building line and shall be not more than twenty-five (25) feet high above that part of the roof on which they rest.

(Ord. No. 917, 11-2-10)

Sec. 26-276. - Wall signs.

Display signs placed against the exterior walls of buildings shall not extend more than six (6) inches outside of the wall surface. Such signs shall not exceed sixty (60) square feet in area, unless made of incombustible materials. Such signs shall not extend beyond the top or ends of the wall surface on which they are placed.

(Ord. No. 917, 11-2-10)