

**CITY OF INDIANOLA, IOWA**  
**SIGN PERMIT APPLICATION FORM**



Sign permits are issued by the City of Indianola Community Development Department. An incomplete or inaccurate permit applications may delay your sign permit review process. For additional information, general information is available on the back of this form. For questions, please contact the Community Development Department.

**Property Owner Information**

**Sign Erector**

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>City/State/Zip</b>		<b>City/State/Zip</b>	
<b>Email</b>		<b>Email</b>	
<b>Phone</b>		<b>Phone</b>	
<b>Sign Contractor License Number</b>			

**Sign Information**

<b>Address/Location</b>		<b>Sign Square Footage</b>	
<b>Sign Type</b> <i>(See back of form for reference)</i>			
<b>Mounting Method</b> <i>Please explain mounting method for signage</i>			
<b>Materials</b> <i>Please explain materials of sign structure and letters/symbols</i>			
<b>Illuminated?</b> <i>If so, please describe lighting method</i>			

By signing this form, I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge.

**X**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**FOR OFFICE USE ONLY**

**APPLICATION FEE**

**REVIEWER INITIALS**

**X** \_\_\_\_\_

**REVIEWER SIGNATURE AND DATE**

**APPROVED**  **DENIED**

**CONDITIONS**

# CITY OF INDIANOLA, IOWA SIGN CODE REGULATIONS



Signs are regulated by **Chapter 165.10** titled '*Sign Code*' within the City of Indianola's Zoning Code. All permanent signs and change-of-copy's must obtain a sign permit prior to erecting, repairing, altering, relocating, or maintaining a sign. Application fees associated with sign permits must be paid prior to sign issuance. Applications have a base price of \$50, with an addition of \$0.25 for every square footage of sign area.

## Submittal Requirements

When submitting a sign permit application, please ensure that the following is either shown or provided with your submittal:

- ✓ A site plan showing the relative amount of building frontage and elevations of proposed sign location on the site or attachment to the building. A calculation must also be provided showing the percentage of sign area proposed to the total square footage of the wall area.
- ✓ Color copies of a sign plan drawn to scale indicating the height, width, area, materials, and colors of proposed signage.
- ✓ Provide copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction if required.
- ✓ If an Electronic Message Center (EMC) is proposed, specifications will be required showing max. illumination per nits, dwell duration, and light detectors/photocells.
- ✓ Measurements and calculations including symbol/letter size and width, total square footage, height, etc.

## Sign Types

Signs are considered as either permanent or temporary. Permanent signage requires a sign permit application whereas temporary signage does not. Permanent signage falls into the following six categories: building signs, ground signs, directional signs, drive-thru facility signs, signs affixed to automated teller machines (ATM's), and corporate flags. Building signage includes wall signs, window signs, and projecting signs. Ground signage includes monument signs or other signs affixed to the ground.

## Sign Calculations

When submitting a sign permit application, please ensure that your sign is calculated using the appropriate calculation method.

### Formula A:

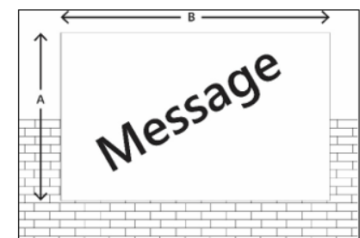
*Building signs, wall signs, and window signs.*



$$\text{Sign Area} = (A1 \times A2) + (B1 \times B2)$$

### Formula B:

*Ground/monument signs, Directional/Drive-thru, and Temporary signs.*



$$\text{Sign Area} = A \times B$$

## Additional Sign Code Requirements

When submitting a sign permit application, please ensure that your application meets the following code provisions:

- ✓ Building and ground signs must have a 3-D appearance by showing a min. dimensional depth of 1-inch for each letter and symbol.
- ✓ Letters and symbols cannot exceed 6-feet in height and/or 6-feet in width
- ✓ Raceways are prohibited. A pan-style raceway may be approved by Zoning Admin where individually attaching letters/symbols is impractical or impossible.
- ✓ Exposed neon or florescent tubes/light bulbs are prohibited.