
Checklist for Permanent Sign Permits

- Provide a completed sign application, including all requested information. A separate application is required for each sign.
- Provide a detailed drawing of each sign and any supporting structures, including dimensions, colors, materials, and methods of illumination.

For signs attached to buildings, provide a scaled elevation of the wall, showing the proposed placement of the sign. Elevations should include detailed dimensional information of the entire wall upon which the sign is to be placed, and shall not be hand drawn.
- For detached signs, provide a detailed site plan, drawn to scale, showing the proposed placement of the sign on the property. Distances to adjacent property lines shall be clearly labeled. Hand-drawn depictions of the property will not be accepted.
- Payment for permit is due at time of pickup. This can be paid by cash, check, or credit card. Payment is due before any work can begin.
- A *Sign Installer Application* form must be filled out and received before installation can begin. A current valid *Certificate of Insurance* must be also be on file.

Notice: Applications omitting any of the required information listed above will be deemed incomplete and will not be accepted.



6090 Woodson St
Mission, KS 66202
913.676.8360
www.missionks.org

Application for Sign Permit

Business Name _____ Bus. Phone _____

Address for Sign _____

Primary Contact _____ Email _____

Type of Sign New Alter

Wall Monument Projecting Other (Describe) _____

Single Faced Double Faced Elevation /Location: _____

Non-Illuminated Illuminated Type of Illumination Internal Indirect

Sign Dimensions: Length: _____ ft. _____ in. Height: _____ ft. _____ in. Area: _____ Sq. Ft.

Wall Dimensions: Length: _____ ft. _____ in. Height: _____ ft. _____ in. Area: _____ Sq. Ft.

Setback from Property Lines: Front: _____ Side: _____ Rear: _____

Installer Information

Sign Company Name: _____ Applicant: _____

Mailing Address: _____ Tel. No: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Is Sign Company also the Installer? Yes No

Name of Licensed Electrical Contactor: _____

Sign Installer License # : _____

Additional Information:

*All of the information provided above is true and correct to the best of my knowledge. I have read and understand the provisions of the City of Mission Sign Ordinance. I understand that if at any time it is found that provisions of the Sign Ordinance have not been met, the Sign Permit may be revoked.

Signature: _____ I am the (circle one) Owner Owner's Agent

***** OFFICE USE ONLY *****

Permit #: _____ Date Received: _____

Zoning: _____ Overlay District: _____

Date Approved: _____ Date Issued: _____

Approved by: _____

Permit Fee: \$ _____ Paid by: Cash Credit Card Check No. _____

Business Occupational License #: _____

Fee Structure: \$25.00 plus \$1.50 per square foot area of all monument, wall, and façade signs OR
\$25.00 plus \$.50 per square foot for re-facing, changing, or replacing existing sign.