



City of Sunland Park Sign Permit Application

Permit No. _____
 Fee _____
 Receipt No. _____
 Date Received: _____
 Received By: _____

1. Sign Location (Address) _____
2. Business Name _____
 Business Owner's Name _____
 Business Address _____
3. Property Owner _____
 Address _____
4. Sign Company _____

5. Application for Permanent Sign New Sign
 Temporary Sign Face Change

6.

Type of Sign	Number	Size	Sq. Ft.	Total Height	Illumination Type*	Letter Size	Letter Color

7. Note: Illuminated signs require electrical permits. Contact the Building Inspector
 Is an electrical permit needed? NO ___ YES ___ Electrical Permit No. ___
8. Attach illustration of proposed sign.
9. Attach site plan showing location of proposed sign.
10. Attach Estimate or Receipt of proposed sign.

I agree to erect said sign in accordance with the above description and approved plans, and in accordance with the Sign Ordinance of the City of Sunland Park (Title 10, Chapter 14)

Applicant's Name _____
 (Print)
 Applicant's Signature _____ Phone No. _____ Date: _____
 Property Owner _____ (Attach proof if Agent) Date: _____
 Signature
 Business Owner _____ Date: _____
 Signature

Site Plan and/or Building Elevation Plans drawn to scale and dimensioned*, showing

- _____ Existing Structures
- _____ Driveways
- _____ Street and right of way
- _____ Existing signs
- _____ Proposed signs
- _____ Vision clearance
- _____ All incidental signs

Proposed Sign drawn to scale and dimensioned*, showing (as applicable):

- _____ Total height from ground
- _____ Width
- _____ Square footage
- _____ Thickness
- _____ Size and style of letters
- _____ Color
- _____ Type of illumination
- _____ Materials

***One copy of all materials needs to be submitted in 8 1/2" x 11" format.**

STAFF USE ONLY

Staff _____

Approved/Denied Date _____

Site Plan included Yes ___ No ___

Sign Illustration Yes ___ No ___

Electrical Permit Required Yes ___ No ___

Zone _____

Inspection Date _____

Vision clearance

Notes:

Sign Permit Fee

1. Permanent Signs

- \$30.00 for a sign permit plus 10% of the total valuation of construction and erection of the sign.
- Example: if the estimate cost of a sign is \$1000, the customer will pay for the sign permit \$130.00 (\$30.00 sign permit fee + \$100.00 (10% of 1000= \$130.00))

2. Temporary Signs

- \$30.00 for sign permit
- Temporary signs are allowed only for a year, after a year a renewal application is due and a corresponding fee shall be paid.
- **NO MORE THAN THREE (3) RENEWALS ARE PERMITTED. NO EXEMPTIONS.**