

Sign Permit

Zoning requirements—Staff recommends always verifying the zoning requirements for your project before deciding to build. Warrensburg has eleven separate zoning districts, each with minimum lot size, building height, setback, parking, landscaping, and other requirements. The sign regulations are in [Article IX of Chapter 27 of the Code of City Ordinances](#). For zoning questions please contact Amanda Jacobson, City Planner, at 660-747-9135.

Adopted Code—The City has adopted the 2012 International Codes listed below. Sign structures must be designed according to these codes and all applicable local codes such as zoning, floodplain, and erosion control requirements.

- 2012 International Building Code
- 2011 National Electrical Code
- Local amendments to the codes are in Chapter 6 of the Code of City Ordinances

Submission Requirements—Plans submitted for signs over 15 feet in height are required to be stamped by a Missouri registered architect and engineer. Each page of a plan set is required to be wet-stamped and signed by the appropriate design professional. This also applies to all resubmittals. Electronic stamps and signatures are accepted.

- 1) Sign permit application
- 2) Land Disturbance application
- 3) Plans (must be wet-stamped by a Missouri registered architect and/or engineer if sign is 15' or taller)
 - a) Structural calculations or other substantiation of structural performance.
 - b) General specifications.
 - c) Complete Electrical plans and specifications
- 4) Site plan or building elevation drawn to scale showing:
 - 1) Lot dimensions
 - 2) Sign location and dimensions
 - 3) Location & type of existing signage
 - 4) Driveways, Adjacent street(s), Sidewalks & Utility easements
 - 5) Front, rear & side setbacks
 - 6) Address, Subdivision & Lot number (if applicable)
 - 7) North arrow, scale bar & text

Fees—Permit fees are due at the time the building permit is issued. The permit fee is \$40.00 per sign.

Review time— After all applications and plans have been received, the Plan Review Team will begin the review process. This process generally takes 2 business days. After the review, you will be contacted regarding the results of the review.

Contractor licensing—All general and sub-contractors are required to have a current Warrensburg Business License. To obtain a business license contact Carl Larkerbrink in the Collections Department at 660-747-9131. Contractors' licenses will be verified by City staff prior to issuing a building permit. Persons that maintain, install, or repair suppression and detection equipment or systems shall register with the Fire Department. Registration applications are available from the Fire Department at 102 S. Holden Street.

Inspections—Contact Sandi Anstine, Permit Clerk, at 660-747-9135 to schedule an inspection. Failure to request a required inspection could result in project modifications at the owner's expense. No inspections will be made until required permits have been obtained.



SIGN PERMIT APPLICATION

Date: Permit #: Construction Value \$

APPLICANT INFORMATION

Owner Sign Contractor
Name:
Address:
Phone:
E-mail:
Sign Contractor:
Electrical Contractor:

LOCATION OF SIGN INSTALLATION

Business Name:
Business Address:
Business Phone:
Merchant License #
Merchant License #

1. EXISTING SIGNS

Are there existing signs on the property? No Yes
Total # of existing signs:
Type(s) of existing signs (see Sign Types attachment for definitions):
Pole Pylon Ground Mounted Wall Roof Projecting Driveway N/A
Is this a repair or replacement of an existing sign on the property? No Yes
Describe:

2. ELECTRICAL

How will the sign be illuminated? Attach 2 copies of the electrical details.
Non-illuminated Illuminated from an internal source Electronic Message Center
Flashing Sign Illuminated by separate ground lighting

3. NEW SIGNS OR SIGN TO BE REPAIRED-check all that apply

Pole: Signs over 15 ft. in height require plans stamped by a licensed Missouri Engineer.
a. Sign dimensions: Height ft. Width ft. Area sq. ft.
b. Overall sign height above grade: ft. (Maximum 30' height allowed)
c. Clearance between the sign and the ground: ft. (Minimum 8' clearance required)
d. Type of footing: Frost Footing with Pad Pad only N/A
e. Footing dimensions: Length ft. Width ft. Depth ft.
f. Footing reinforcement: Rebar Fiber Mesh None Other N/A
g. Sign material: Steel Wood Other
h. Type of anchors: Screws Bolts Metal anchors Other N/A
i. Number of Anchors:
j. Anchor Dimensions: Diameter in. Length in. N/A

Attach: 2 copies of a drawing of the sign showing dimensions & construction specifications
2 copies of a site plan showing sign dimensions, location and setbacks from property lines.

Pylon: Signs over 15 ft. in height require plans stamped by a licensed Missouri Engineer.

a. Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

b. Overall sign height above grade: _____ ft. (Maximum 25' height allowed)

c. Type of footing: Frost Footing with Pad Pad only N/A

d. Footing dimensions: Length _____ ft. Width _____ ft. Depth _____ ft.

e. Footing reinforcement: Rebar Fiber Mesh None Other _____ N/A

f. What material will the sign be made of? Steel Wood Concrete Masonry

g. If there is a structural frame under a masonry veneer, what is the frame made of?

Steel Wood Other _____

Attach: • 2 copies of a drawing of the sign showing dimensions & construction specifications

• 2 copies of a site plan showing sign dimensions, location and setbacks from property lines.

Ground Mounted

a. Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

b. Overall sign height above grade: _____ ft. (Maximum 15' height allowed. Maximum 10' in CB District.)

c. Clearance between the sign and the ground: _____ ft. (Maximum 24" clearance allowed)

d. Type of footing: Frost Footing with Pad Pad only N/A

e. Footing dimensions: Length _____ ft. Width _____ ft. Depth _____ ft.

f. Footing reinforcement: Rebar Fiber Mesh None Other _____ N/A

g. Sign Material: Steel Wood Concrete Masonry

h. If there is a structural frame under a masonry veneer, what is the frame made of?

Steel Wood Other _____

Attach: • 2 copies of a drawing of the sign showing dimensions & construction specifications

• 2 copies of a site plan showing sign dimensions, location and setbacks from property lines.

Driveway Sign

a. Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

b. Overall sign height above grade: _____ ft. (Maximum 4' height allowed)

Attach: • 2 copies of a drawing of the sign showing dimensions & construction specifications

• 2 copies of a site plan showing sign dimensions, location, and setbacks from property lines

Wall Sign

a. Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

b. Wall dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.

Wall Signs may cover a combined maximum of 30% of the wall face

c. Sign Material: Steel Wood Concrete Masonry

d. Material of exterior wall: Steel Wood Concrete Solid Masonry Stone

e. Type of anchors: Screws Bolts Metal anchors Other _____ N/A

f. Number of Anchors: _____

g. Anchor Dimensions: Diameter _____ in. Length _____ in. N/A

Attach: • 2 copies of a drawing or picture of the sign and where it will be installed on the building

Roof Sign

- a. Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.
- b. Type of anchors: Screws Bolts Metal anchors Other _____ N/A
- c. Number of Anchors: _____
- d. Anchor Dimensions: Diameter _____ in. Length _____ in. N/A
- e. Sign Material: Steel Wood Concrete Masonry
- Attach: • 2 copies of a drawing or picture of the sign and where it will be installed on the roof

Projecting Sign

- a. Sign dimensions: Height _____ ft. Width _____ ft. Area _____ sq. ft.
- b. Clearance between the sign and the ground: _____ ft.
- c. Distance between the leading edge of the sign and the street curb: _____ ft.
- d. Is the projecting sign being installed as an awning? No Yes
- e. Sign Material: Steel Wood Concrete Masonry
- f. Type of anchors: Screws Bolts Metal anchors Other _____ N/A
- g. Number of Anchors: _____
- h. Anchor Dimensions: Diameter _____ in. Length _____ in. N/A
- Attach: • 2 copies of a drawing or picture of the sign and where it will be installed on the building

I hereby certify the proposed work is authorized by the owner of record and that I have been authorized by the owner to make the application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction and acknowledge the application of Chapter 27, the Zoning Ordinance, of the Code of City Ordinances to all construction in Warrensburg, and specifically acknowledges that setback regulations apply to all construction within the City. The undersigned permittee is solely responsible to investigate and ensure compliance with these regulations. Failure to do so may result in citation for violation of the applicable ordinance, failure to secure a certificate of occupancy, failure to secure future permits, or any combination thereof.

In addition to other possible required inspections, I acknowledge that a footing inspection is required for all ground mounted and freestanding signs and that a **final inspection is required for all signs.**

Applicant Name (Please Print)

Signature of Applicant

Date

FOR OFFICE USE ONLY

Permit Fee: \$ _____ Approved: Building Official _____ Date: _____

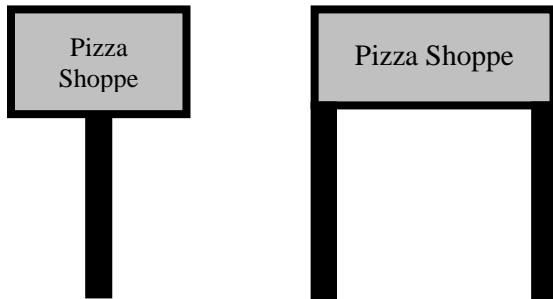
Zoning Official _____ Date: _____

Construction Type: _____ Use: _____ Zoning District: _____

SIGN TYPES

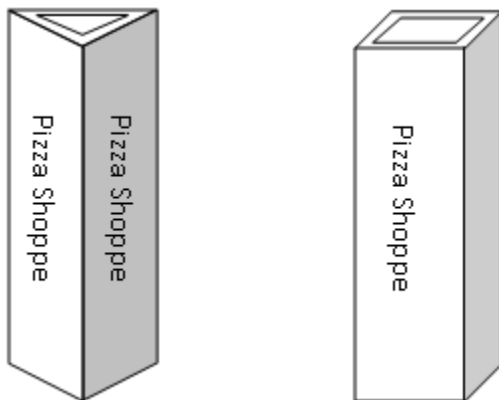
POLE SIGN

A Freestanding Sign whose surface display is not less than twenty-four (24) inches above finish grade. Not permitted in the CB: Central Business District.



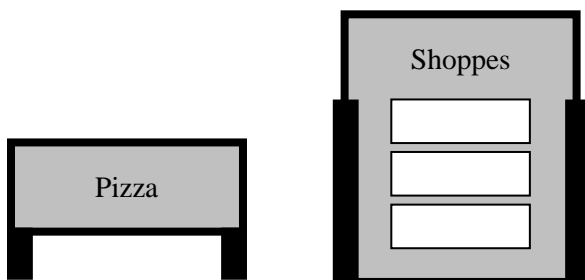
PYLON SIGN

A Freestanding Sign with three (3) or more Sign faces forming a closed shape. Pylon signs shall have 0" of clearance above existing finish grade. Not permitted in the CB: Central Business District.



GROUND MOUNTED (MONUMENT) SIGN

A Freestanding Sign whose bottom edge of advertising is less than twenty-four (24) inches above finish grade.

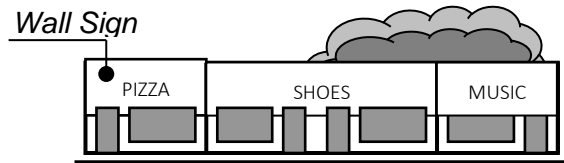


DRIVEWAY SIGN

A Freestanding Sign not to exceed six (6) square feet in surface display area and four (4) feet in overall height that is erected within ten (10) feet of a driveway entrance or exit, as measured at the lot line.

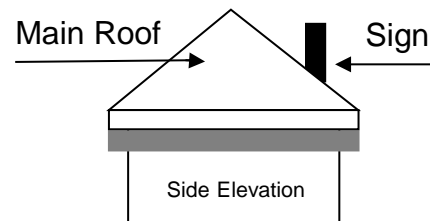
WALL SIGN

Any Sign painted on, attached to, or erected against the wall with the exposed face of the Sign in a plane parallel to the plane of said wall, including Signs installed inside a window and intended to be viewed from the outside.



ROOF SIGN

A Sign erected on a roof, including a mansard type roof, or above a parapet wall. Not permitted in the CB: Central Business District.



PROJECTING SIGN

A Sign, other than a flat Wall Sign, which is attached to and projects from a building wall or other structure not specifically designed to support the Sign.

