



Sign Permit Application Information Sheet

City of Osage Beach

PLEASE READ THIS INFORMATION SHEET CAREFULLY TO AVOID DELAYS IN THE PERMITTING PROCESS

The City of Osage Beach enforces the ICC 2018 International Building Code, International Residential Code, International Fire Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Property Maintenance Code, the 2017 National Electrical Code, and the City of Osage Beach Design Guidelines.

Application Process and Review Time

Incomplete applications will not be accepted or reviewed.

PLEASE SUBMIT ALL PERMIT APPLICATIONS AND SUPPORTING PLANS, SPECIFICATIONS AND DOCUMENTS VIA EMAIL. COMPLETE APPLICATION SUBMITTALS SHOULD BE SENT TO buildingdepartment@osagebeach.org

Required Documents

- ☐ Completed and Signed Sign Permit Application
- ☐ A set of plans (to scale) and specifications of the sign to be erected or affixed, detailing the method of construction and attachment to the building or ground. Such plans and specifications shall include information on material, dimension (size and height), and electrical details, if applicable.
- ☐ Elevations, renderings, or drawings of the sign faces or sign message.
- ☐ Written consent of the property owner upon which the sign is to be erected or affixed, if different from the applicant.
- ☐ Signed [City Design Guidelines](#)

Additional Documents that may be required

- ☐ For any freestanding sign or projecting sign, the applicant shall submit a site plan drawn to scale, locating such signs by dimension from the lot lines.
- ☐ Any other required documents required by City Design Guidelines

Once all information is submitted, the plan review process will take approximately 10-14 business days. Larger projects may require additional review time depending on the size and complexity of the work being proposed.

It is the responsibility of the General Contractor to make sure all contractors on the job have a current City of Osage Beach Contractor's license. This can be obtained through the City Clerk.

No permit will be issued until all contractors listed on the permit have their license.

All applicable permits and fees are required to be submitted and paid prior to doing any work. When the permit is approved, you will be contacted by the Building Department.

Building permits are to be posted, visible from the road, at the job site.

Fees

On Premise Sign | \$10.00

Off Premise Sign | \$500.00

Inspections

It is the responsibility of the Permit Applicant or their Authorized Designee to call for all required inspections. The contractor/owner will be held accountable for any work done without an inspection by the City of Osage Beach.

**If you have any questions or require further clarification, please contact the Building Department via phone or email
573-302-2030 | buildingdepartment@osagebeach.org**



**Sign
Application for Plan Examination
and Building Permit**

City of Osage Beach

App Date: _____

Applicant is

☐

Owner

☐

Contractor

Business Owner Information

First Name: _____ Last Name: _____
Business Name: _____
Email Address: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

Property Owner Information (if different from above)

First Name: _____ Last Name: _____
Email Address: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

Contractor/ Sign Company Information

First Name: _____ Last Name: _____
Business Name: _____ City of Osage Beach Contractor's License # _____
Email Address: _____ Phone: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____

Sign Information

Physical Location of Sign/Street Address: _____

Sign Type

- ☐ Wall
☐ Ground
☐ Roof
☐ Canopy
☐ Projecting
☐ Freestanding
☐ Other: _____

Sign Type

- ☐ On Premise
☐ Off Premise

Sign Dimensions

Length: _____
Height: _____
Sq Feet: _____

If you're applying for more than one sign ON THE SAME
PROPERTY, please attach a **Sign Addendum** with specifications
for EACH sign.

☐ **Sign Addendum is attached.**

Signatures

Square Footage

Total combined sq. ft of all signage on property _____
Total sq. ft of property lot area _____
Total sq. ft of building area on property _____
Total length of road frontage for property _____
Total # of signs on property _____

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

Type of Lighting Used: _____

Building Department Use Only

MODOT Permit #: _____

Site Plan and Zoning Approved by:

Remarks:

City Planner

Date

Application Reviewed and Approved by:

Building Official

Date



Design Guidelines

<https://osagebeach-mo.gov/911/City-Design-Guidelines>

City of Osage Beach

The City's Design Guidelines are a detailed supplement to the City's Municipal Code, Ordinances, and sets forth the requirements and policies for the design of City infrastructure. The primary goal of the design guidelines is to ensure public safety and provide a high quality environment for those living and visiting our great City.

City infrastructure shall be designed and constructed in accordance with the following:

- Missouri Department of Highways and Transportation Commission Project Design Manual
- Missouri Department of Highways Standard Specifications
- American Association of State Highway and Transportation Officials (AASHTO) Policy for the Geometric Design of Highways and Streets
- Missouri Department of Natural Resources Regulations
- International Building Code
- National Electric Code
- International Plumbing Code
- International Mechanical Code
- International Fire Code

And includes additional standards, policies and ordinances as stated therein.

Copies of the City's Design Guidelines may be downloaded below by clicking on each section or packet.

City of Osage Beach's Design Guidelines Downloads

- [Section 1 - Overview](#)
- [Section 2 - Water System](#)
- [Section 3 - Sewerage System](#)
- [Section 4 - Storm Drainage](#)
- [Section 5 - Street, Roadways, and Parking](#)
- [Section 6 - Road Cuts, Utility Trenches, and Excavation](#)
- [Section 7 - Street Lights](#)

Information Packets

- [Packet A - Water Information](#)
- [Packet B - Sewer Information](#)
- [Packet C - Sediment Control and Storm Drainage Information](#)
- [Packet D - Road Cuts, Utility Trenches, Excavation Permit, and Road Encroachment Information](#)
- [Packet E - Street Light Information](#)

By signing, you agree that all construction will adhere to the City of Osage Beach Design Guidelines

Signature

Date



Sign Permit Application Addendum

City of Osage Beach

This form is to be used when applying for multiple signs on the same property. Please provide the specifications below for **EACH** sign, as well as detailed drawings and site plans for each sign per the Information Sheet.

Physical Location of Sign/Street Address: _____

Sign #2

Sign Type

- ☐ Wall
☐ Ground
☐ Roof
☐ Canopy
☐ Projecting
☐ Freestanding
☐ Other: _____

Sign Type

- ☐ On Premise
☐ Off Premise

Sign Dimensions

Length: _____
Height: _____
Sq Feet: _____

Square Footage

Total combined sq. ft of all signage on property _____
Total sq. ft of property lot area _____
Total sq. ft of building area on property _____
Total length of road frontage for property _____
Total # of signs on property _____

Type of Lighting Used:

Sign #3

Sign Type

- ☐ Wall
☐ Ground
☐ Roof
☐ Canopy
☐ Projecting
☐ Freestanding
☐ Other: _____

Sign Type

- ☐ On Premise
☐ Off Premise

Sign Dimensions

Length: _____
Height: _____
Sq Feet: _____

Square Footage

Total combined sq. ft of all signage on property _____
Total sq. ft of property lot area _____
Total sq. ft of building area on property _____
Total length of road frontage for property _____
Total # of signs on property _____

Type of Lighting Used:

Sign #4

Sign Type

- ☐ Wall
☐ Ground
☐ Roof
☐ Canopy
☐ Projecting
☐ Freestanding
☐ Other: _____

Sign Type

- ☐ On Premise
☐ Off Premise

Sign Dimensions

Length: _____
Height: _____
Sq Feet: _____

Square Footage

Total combined sq. ft of all signage on property _____
Total sq. ft of property lot area _____
Total sq. ft of building area on property _____
Total length of road frontage for property _____
Total # of signs on property _____

Type of Lighting Used:

Signature of Applicant

Date

Printed Name of Applicant