

**City of Osage Beach**

1000 City Parkway  
Osage Beach, MO 65065  
573 302-2000 FAX 573 302-0528



**SIGN PERMIT APPLICATION**

Incomplete applications will not be accepted in person or by mail. They will be returned to applicant by regular mail

SIGN REGULATIONS / REQUIREMENTS GENERAL:

Please read questions and instructions carefully. Fill out application completely, and then submit the application and necessary attachments to the Building Department for review. Additional detailed information shall include but not exclusive to the following:

1. 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, dimensions (size and height) and electrical details (if applicable) and all other information required by the Building Official to determine compliance with the building code.
2. Elevations, renderings, or drawings of the sign faces or sign message.
3. 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.
4. Written consent of the property owner upon which the sign is to be erected or affixed, if different from the applicant.

Supply additional information, as the Building Official shall require showing full compliance with this application and all ordinances of the City of Osage Beach. **Application fee is \$10.00.**

(Off premise application fee is \$500.00)

**APPLICATION INFORMATION FOR PLAN EXAMINATION AND APPROVAL FOR A SIGN PERMIT**

**\*\*Read and complete reverse side of application along with front side.\*\***

**\*ON PREMISE \_\_\_\_\_ \*OFF PREMISE \_\_\_\_\_ TYPE OF LIGHTING USED: \_\_\_\_\_**

\* A copy of the State (MODOT) permit must be included with this application for off premise/billboard permits

TYPE	DIMENSIONS (length & height)	SQ. FEET
*		

*\*Proposed Signage: (NOTE: Types of signs: Wall, Ground, FreeStanding, Roof, Canopy, Projecting, Etc.)*

**TOTAL NUMBER OF SIGNS ON PROPERTY: \_\_\_\_\_**

**TOTAL SQUARE FOOTAGE OF ALL SIGNAGE (combined) ON PROPERTY \_\_\_\_\_**

**TOTAL SQUARE FOOTAGE OF PROPERTY LOT AREA \_\_\_\_\_**

**TOTAL SQUARE FOOTAGE OF BUILDING AREA ON PROPERTY \_\_\_\_\_**

**TOTAL FOOTAGE (LENGTH OF ROAD FRONTAGE) OF ROAD FRONTAGE FOR PROPERTY \_\_\_\_\_**

\_\_\_\_\_  
**APPLICATION DATE**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

SIGN PERMIT # \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_  
(Business name that will appear on signage)

PHONE: \_\_\_\_\_

**BUSINESS OWNER NAME:** \_\_\_\_\_

PHONE: \_\_\_\_\_

MAILING  
ADDRESS: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

**PROPERTY OWNER NAME:** \_\_\_\_\_

PHONE: \_\_\_\_\_

(IF DIFFERENT THAN BUSINESS OWNER)

MAILING  
ADDRESS: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

**CONTRACTOR / Sign Company:** \_\_\_\_\_

PHONE: \_\_\_\_\_

MAILING  
ADDRESS: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

**SIGN LOCATION:** \_\_\_\_\_  
(ADDRESS OF BUSINESS WHERE SIGN WILL BE PLACED)

**READ AND COMPLETE INFORMATION REVERSE SIDE (Side 1)\*\***

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

**SITE PLAN AND ZONING:** \_\_\_\_\_ **PERMIT FEE**   \$ 10.00  

**APPROVED BY:** \_\_\_\_\_  
(ZONING ADMINISTRATOR)

**MODOT PERMIT #** \_\_\_\_\_ **PERMIT APPROVED BY:** \_\_\_\_\_  
(BUILDING OFFICIAL)

**REMARKS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Date Project Completed**

\_\_\_\_\_  
**Name of Inspector**