



Dawson County Department of Planning & Development

SIGN PERMIT APPLICATION

It shall be unlawful to erect or relocate any sign within the county without obtaining a sign permit. Signs shall also be subject to the provisions of the electrical code and the permit fees required therein.

REQUIREMENTS FOR SIGN REVIEW APPLICATIONS Complete one application for each sign.

- () Name, address, and business telephone number of the applicant, sign owner, and land owner;
- () Address of building, structure, or lot to which or upon the sign is to be attached or erected;
- () The sign and the sign's distance from adjacent buildings, structures, property lines, other signs, and any other measurements as may be required.
- () Drawings of the plans, specifications, and method of construction and attachment to the building or ground for the sign, as well as a scale drawing of the site showing drives, structures, and any other limiting site features, as well as drawings of showing the relation of the road grade of the adjoining road to which the sign face is perpendicular to the base of the sign;
- () Name of person, firm, corporation, or association erecting the structure; and
- () A plat, with street right-of-way lines, showing the sign location upon the premises.
- () The type of sign
- () The value of the sign
- () The square foot area per sign and the aggregate square foot area if there is more than one sign face.
- () Written consent of the owner or his agent, granting permission of which the subject sign will be located

Banners: There may be no more than three (3) banners on any given lot, each with a maximum size of 32 square feet. Banners must be displayed a minimum of 10 feet from the right-of-way.

Banners are allowed to be displayed for up to seven (7) consecutive days.

No banner permit shall be issued for the same lot at less than four-month intervals. A contractor is not required to have a banner permit.

Additional Requirements for Wall Signs: Only one wall sign shall be permitted per tenant wall.

Additional Requirements for Monument Sign: The Monument Sign base and sign structure shall be constructed of materials such as brick or stone, consistent with the building's architecture and exterior treatment. A commercial plan review is required for a monument wall with signage, and details with footing design are required.

Delineate the right-of-way before scheduling inspections.

Effective November 01 2024 - all sign applications must be submitted via the permit [Portal](#).



DAWSON COUNTY SIGN PERMIT APPLICATION

TAX ID / PARCEL NUMBER: _____

BUSINESS NAME: _____

SIGN TYPE: PLEASE CHECK THE APPROPRIATE SUBMITTAL TYPE

Banner *requires an image of the banner with dimensions.*

Temporary

Monument - submit for commercial plan

Wall Sign

REQUESTED APPROVAL

Erect New Sign

Other, Please Specify:

Replace Sign

Change Content

PROPERTY OWNER(S) AUTHORIZATION

DO NOT PROVIDE PERSONAL E-MAIL ADDRESS OR PRIVATE TELEPHONE

The owner must sign this application as listed on the deed of record for the subject property or the agent assigned by the property owner. By signing below, the applicant acknowledges and affirms that before submission of this application for a sign permit, the applicant has read and reviewed the County regulations applying to such permits, including the Dawson County Sign Code, and agrees to comply with the provisions of the Code.

Owner Name:

Address:

Business Phone #:

Business E-mail:

Signature of Owner/Assigned Agent: _____

Date: _____

APPLICANT INFORMATION All SIGN PERMIT TYPES, EXCEPT TEMPORARY SIGNS, REQUIRE A CONTRACTOR TO BE THE APPLICANT:

Name of Business:
(Installing Sign)

Name of Contact:

Business Email:

CONTRACTOR:

Business Tel#

Address:

DETAILS OF PROPOSED SIGN OR MODIFICATION OF EXISTING SIGN:

Please provide a separate copy of this page for each sign. Sign # ____ of ____

Sign Text/Project Name:

Address of proposed sign:

Directions to the property from the nearest major intersection (*REQUIRED*):

Total square feet of sign face for proposed sign:

Identify the aggregate square feet of sign face for all signs on the property:

(Applications within **planned centers** can exclude signs that are physically attached to other sites within the planned center)

Gross building space for this tenant

Linear feet of road frontage :

Building Facade:

Additional Information regarding the building or center:

Is this a single-tenant building? :

Will the sign have lighting? NO Internal Lighting External Lighting

Is this a new business in Dawson County? Yes No

Will the sign utilize an existing branch circuit? Yes No |

Will the sign include the installation of underground electrical power? Yes No |

Will the sign include the installation of an electrical service meter? Yes No

Dawson County staff will verify building code compliance during the plan review of monument signs and during the required field inspections for all signs.

Value of proposed sign or the modification to existing sign:

BUILDING PERMIT:

Copy of **Public Liability Insurance Certificate** Required at time of permit; affidavit for contractors Business License.

Once this application (plans and graphics) is reviewed for conformance with the Sign Ordinance and the Land Use Code, the application/design will be reviewed for building code compliance.

FOR ANY MONUMENT SIGN OR ANY SIGN CONNECTED TO ELECTRICAL POWER, IT IS A VIOLATION TO WORK WITHOUT FIRST OBTAINING A BUILDING PERMIT.

LICENSED CONTRACTORS ARE REQUIRED FOR INSTALLATION.