



**SIGN PERMIT APPLICATION
CITY OF FERGUSON
110 CHURCH STREET
FERGUSON, MISSOURI 63135
(314) 521-7721**

Permit Number: _____

Permit Fee: _____

This application must be accompanied by two (2) sets of drawings (including site plan) showing sign details including, but not limited to, location, height, and dimensions of sign. All details must be in accordance with Chapter 36 of the Ferguson Municipal Code of Ordinances. Also required is a picture of the building showing existing signs and a site plan drawn to scale showing location of freestanding signs.

Applicant: _____ Date: _____

Address where sign will be erected: _____

Type of sign: _____ Sign Dimensions: Length _____ Height _____

Building Dimensions: Frontage (length): _____ Height: _____

For Freestanding Signs: Sign Frontage _____

Value of sign: _____ Electric Connection: _____ Yes _____ No

If sign for a window, window dimensions: Height _____ Width _____

EXISTING SIGN DIMENSIONS:

TYPE	SIZE	TYPE	SIZE	TYPE	SIZE
Walls:		Awning:		Window:	
Projecting:		Canopy:		Freestanding:	
Changeable copy:		Message board:		Light pole:	

Erector's name and address:

Owner's name and address:

Erector's Phone: _____

Owner's Phone: _____

Prior to erection of any permanent on-premise sign, the applicant, owner, or lessee of the premises for which the sign(s) is proposed shall post a bond to cover the cost of removal of the sign(s) should the establishment go out of business and fail to remove such sign(s). (sec. 36-7(B)(4))

Building Official approval: _____ Date of Approval: _____

Maximum amount of signage allowed:

On-Premise Permanent Signs. On-premises permanent signs include wall signs, projecting signs, awning signs, canopy signs, window signs, freestanding permanent signs and changeable copy signs. The total square footage of all on-premise permanent signs allowed on a site shall not exceed two (2) square feet of sign area per linear foot of sign frontage as defined in Section 36-2. Additional regulations are as follows:

- (1) The total sign area of all signs located on any wall of a building (including wall signs, awning signs, canopy signs, and window signs) shall not exceed ten (10) percent of the area of such wall. The total area of a projecting sign shall not exceed one (1) square foot of sign area per sign face per linear foot of sign frontage.
- (2) Freestanding signs shall be allowed based on the amount of sign frontage. The sign frontages specified below shall be based on a single frontage. Two (2) or more sign frontages shall not be combined to meet the minimum frontages.
 - (a) Sites with less than one hundred (100) feet of sign frontage shall not be allowed a freestanding sign.
 - (b) Sites with at least one hundred (100) feet of sign frontage shall be allowed a low monument sign not exceeding six (6) feet in height. Such sign shall not exceed twenty-five (25) square feet of sign area per sign face with not more than two (2) sign faces.
 - (c) Sites with at least one hundred fifty (150) feet of sign frontage shall be allowed one (1) pole sign not exceeding thirty-five (35) feet in height or one (1) low monument sign allowed in paragraph b. Such pole sign shall not exceed sixty-four (64) square feet in sign area per sign face with not more than two (2) sign faces.
 - (d) Sites with at least three hundred (300) feet of sign frontage on each of two (2) or more streets, which consists of one (1) or more contiguous properties totaling at least ten (10) acres in size subject to a single comprehensive sign plan, and which are within six hundred sixty (660) feet of the right-of-way line of an interstate highway may be allowed more than one (1) pole sign based on the following:
 1. *Number of signs.* In no case shall the total number of freestanding signs on the site exceed one (1) freestanding sign per one hundred fifty (150) feet of sign frontage.
 2. *Sign heights.* One (1) pole sign identifying the site and/or its major tenant(s) may be erected to a height of sixty (60) feet. All other pole signs shall be limited to thirty-five (35) feet in height.
 3. *Size of signs.* One (1) sign not to exceed six hundred (600) square feet per sign face with not more than two (2) sign faces identifying the site and/or its tenant(s) may be allowed. A second sign not to exceed three hundred fifty (350) square feet per sign face with not more than two (2) sign faces identifying the site and/or its tenant(s) may be allowed. A third sign not to exceed one hundred seventy-five (175) square feet per sign face with not more than two (2) sign faces identifying the site and/or its tenant(s) may be allowed. All additional freestanding signs shall be limited to sixty-four (64) square feet per sign face with not more than two (2) sign faces.

The fee for sign permits shall be three (3) percent of the sign valuation plus thirty cents (\$0.30) per square foot of the area of one (1) sign face, except, however, that the minimum shall be forty dollars (\$40.00).



SIGN PERMIT FEE CALCULATION SHEET

City of Ferguson – Department of Public Works – Code Enforcement

SIGN PERMIT FEES

Item	Calculation	Total
Sign Value	Total Valuation _____ X .03 = _____ >>>	
Square Footage	Sign Sq. Ft. _____ X .30 = _____ >>>>>	
Total	Total all figures in total column >>>>>>>>>>>>>>>>>>>	
Minimum Fee (\$40.00)	If total is less than \$40.00, the minimum fee is \$40.00	

Sec. 36-11. Sign permits and fees.

No sign permitted under sections 36-6, 36-7 or 36-8 which is required to have a sign permit shall be erected, constructed, painted, or placed upon any building or premises within the city until a permit therefor has been issued by the director of public works or the director's designee.

(1) No sign permit shall be issued until after an application therefor has been filed in the office of the director of public works accompanied by duplicate scale or dimensional drawings showing the plans and specifications, dimensions, the material of which the sign is to be constructed, the details of construction thereof, including loads, stresses, and anchorage, the estimated cost thereof, and, in the case of freestanding signs, the proposed location with reference to street lines and the walls of adjacent buildings, if any. When a proposed sign is to be attached to a building or other independent structure, the drawings shall show the position of the sign on the supporting structure, the method of attachment to such structure, and the character of the structural member to which such attachment is made. In addition, each sign permit application shall be accompanied by information on the size and location of all existing signs on the site.

(2) All applications for permits to erect signs shall be filed by the owner or lessee of the premises, or shall be accompanied by written consent of the owner or lessee, of the property upon which such sign is to be erected.

(3) If the director of public works or the director's designee fails to issue a permit after ninety (90) days of the receipt of a completed application, the applicant may appeal to the board of adjustment for issuance of the necessary permit.

(4) The applicant must secure a building permit and pay any appropriate fees associated therewith prior to erecting any sign requiring a building permit.

(5) The fee for sign permits shall be three (3) percent of the sign valuation plus thirty cents (\$0.30) per square foot of the area of one (1) sign face, except, however, that the minimum fee shall be forty dollars (\$40.00).

(Ord. No. 97-2932, § 1, 8-27-97; Ord. No. 2001-3124, § 1, 6-2-01)