



Papillion Building Department
122 East Third Street
Papillion NE 68046
 Phone: 402-597-2072

www.papillion.org

Business Hours 8 am – 5 pm M-F

OFFICIAL USE ONLY

Permit Number _____

Inside City limits ETJ

Zoning District _____ FP _____

SIGN PERMIT APPLICATION

Address of project: _____ suite /space: _____

Name of business: _____

Legal Description: _____
 (Lot No) (Subdivision)

Owner of Property _____
 (Name) (Address) (City, State, Zip) (Phone)

Sign Contractor _____
 (Name) (Address) (City, State, Zip) (Phone)

***** Separate Electrical, if needed, Permit Required *****

NEW SIGN INFORMATION

All new sign applications require elevation views showing proposed signs with all dimensions shown: width, length or height above ground. Provide a site plan for detached signs showing setbacks to property lines and distance to other detached signs on same property or adjacent lots. Construction drawings are required for all pole signs showing footings and structural details sealed by a Nebraska licensed engineer. Please use one application for multiple signs under same ownership/address-use attachment if needed to show additional information. **** Provide 3 (two in color) copies of all plans and one application. Please indicate size (SF) of sign(s) and type (wall, monument, pole or other) below.** Provide a wall section for all wall mounted signs showing how sign is to be anchored to façade.**

Sign 1: SF/TYPE _____ Sign 2: SF/TYPE _____ Sign 3: SF/TYPE _____

Sign 4: SF/TYPE _____ Sign 5: SF/TYPE _____ Sign 6: SF/TYPE _____

Additional Sign(s) please attach a separate sheet with square footage and type.

Total Area of building façade (provide exterior wall area for individual tenant where sign is mounted) _____ sf **(Provide drawing for clarification)**

Illuminated Sign **Electronic display sign** (no flashing signs permitted) **Moving/Rotating/Animated Sign**
 (Individual letters mounted on face of building count 50% of total area of sign) All other signs use exterior dimensions of sign. Only count area on one side of two sided sign.

EXISTING SIGN INFORMATION

▶ Number and type of existing sign to remain in place: _____ Total Area: _____ sf

▶ Number and type of existing signs to be removed: _____ Total Area: _____ sf

TOTAL SIGN VALUATION \$ _____ (Includes all labor and materials)

I hereby state that the information submitted on this application is accurate and correct and that all work shall comply with city ordinances. This building permit is issued for the express purpose of work stated on this application and shown on the approved plans. Any changes to plans that affect area or scope of work shall be approved by the building official prior to construction and may require another permit application. No work is authorized until this permit has been approved and issued.

Applicant Name (Print clearly): _____ **Signature:** _____ **Date:** _____

Contact Name (Print clearly): _____ **Phone:** _____ **Email:** _____

Person to answer questions regarding construction drawings and other code compliance issues.

The property shall comply with all applicable City of Papillion zoning ordinances. All neighborhood covenants and easements are the responsibility of the builder of homeowner.

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Street Frontage _____ Allowance _____ Used _____ Proposed: _____

Notes: _____
 Approving Authority: _____ Date: _____



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Papillion, NE 68046

Office: 402-597-2072

inspections@papillion.org

Sign permit application requirements

***if submitting permit online, no paper copies are needed**

To apply for permit the following is required:

- Fill out application completely.
- Provide area of each sign. The sign area calculation methods are:
 - For box signs, the total area is the entire area within the perimeter enclosing the extreme limits of the sign excluding any structure essential for support or service of the sign.
 - For individually mounted letters, the total area of the letters themselves. As a short cut, divide the area within the perimeter enclosing the copy by two.
 - For monument signs, ground signs, and architectural bands (that do not have individually mounted letters), the total area is the area enclosing the extreme limits of the copy.
- Provide number, sign type, and area of all existing signs. If there are no existing signs, please identify this on the application.
- Provide area of building facade to ensure the sign does not exceed the percentage of façade requirement.
- Include contact information (Phone #, email, etc.).
- Don't forget signatures.
- Engineer's stamp is only required for pole structures.

Required drawings:

- **3 sets of all drawings and submittals (two sets in color).**
- Show all dimensions of each sign.
- Show heights of each letter. (Average height of letters shall be stated).
- Show calculation of sign areas.
- Show building elevation view of sign mounted on building. Dimension the building façade.
- Provide a wall section for all wall mounted signs showing how sign is to be anchored to façade.
- Provide footing detail for monument signs.
- Provide site plan for detached signs (ie monument sign, pole sign etc...). For monument signs for civic, commercial, and office use types, a landscape area equal to at least 1.5 SF per square footage of sign is required at the base of the monument sign. Identify the landscape area on the site plan.

** All sign applications for Shadow Lake Towne Center will require an approval letter from RED Development. **