

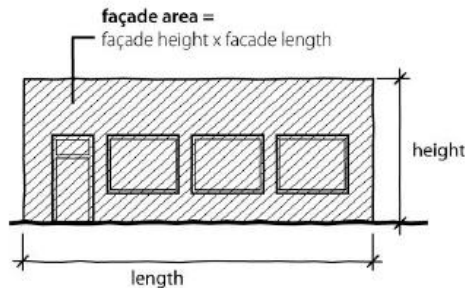
Sign Permit Application Instructions

- The following requirements are from Raymore Unified Development Code Chapter 435. For complete sign requirements please refer to the Code.
- All sign companies erecting signs in the City of Raymore must have a valid occupational license.
- Sign permit applications made by a party other than the property owner must be accompanied by a signed Property Owner Consent form.
- Signs may not interfere with, block or obstruct any vehicular entrance or exit, any parking space, or any pedestrian path or crosswalk.
- All signs shall be designed and constructed to withstand wind pressure of not less than 25 pounds per square foot of net surface area and must be constructed to receive dead loads as required in the building code.

PERMANENT SIGNS (\$50)

Wall Signs, Projecting Signs, and Under Canopy Signs: The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type of sign.



- Building elevation(s) showing: building width, building height, façade area, and the exact sign location(s). All information should be submitted to scale. Façade area should be calculated as shown.
- The seal of a registered engineer or registered architect shall be affixed to the plans for projecting signs.

Freestanding Monument Signs, Subdivision Entrance Signs, and Directional/Incidental Signs:

The following information shall be submitted with the application:

- Sign specifications showing: exact copy, size, length, height, area, materials, color, lighting and type of sign.
- Site plan indicating the building, parking areas and street right-of-way as well as the proposed sign with dimension to all property lines. All information should be submitted to scale.
- The seal of an engineer or architect registered in the state of Missouri shall be affixed to the plans for freestanding monument signs.



The following regulations apply to freestanding monument signs:

- All permanent freestanding signs must be monument signs supported by a base that is at least 80% of the width of the sign at its widest point. No pole signs are permitted.
- Signs are not permitted in utility or drainage easements.
- Landscape material must be installed around the base of the monument sign consisting of shrubs, flowers, and/or ground cover. The required landscaping area must be a minimum of 3 feet wide on all sides of the sign base.

TEMPORARY SIGNS (\$15)

The following information shall be submitted with the permit application:

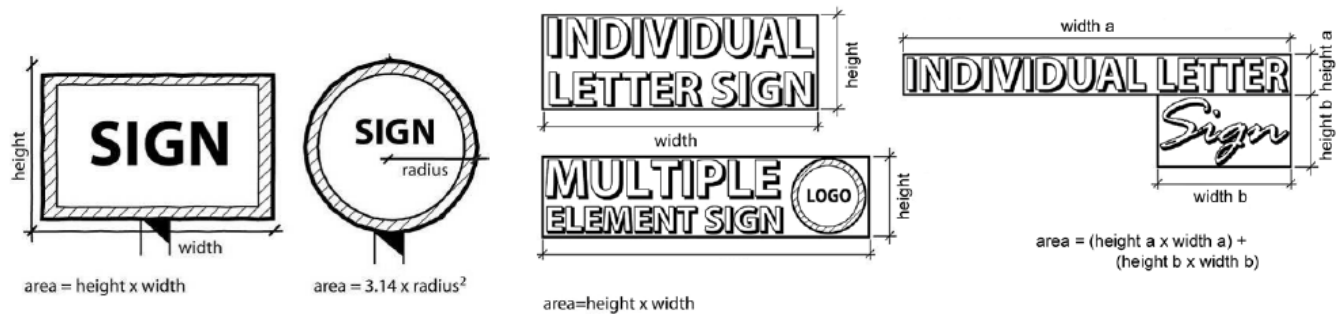
- Sign specifications showing: exact copy, size, length, height, area, materials, color, and type of sign.
- Upon request, building elevation(s) showing: building width, building height, façade area, and the exact sign location(s). All information should be submitted to scale.
- Upon request, a site plan indicating the building, parking areas and street right-of-way as well as the proposed sign with dimension to all property lines. All information should be to scale.

The following regulations apply to temporary signs:

- Each business or organization is permitted four temporary sign permits per calendar year.
- Temporary sign permits are valid for 30 days each.
- A temporary sign permit is initiated upon the placement or installation of the sign and expires upon the termination of the event.
- A period of 10 days must elapse between the time a temporary permit expires and a new permit can be issued.
- Only one temporary sign is permitted per business or organization at a time.
- Temporary signs cannot exceed 32 square feet in area or six feet in height.
- A temporary sign permit is not required for a real estate sale or lease sign.

OTHER REGULATIONS

- The copy area of individual signs will be calculated in accordance with the following measurement standards. The area of a sign face does not include any supporting framework, bracing or decorative fence or wall when the fence or wall otherwise meets the regulations of this chapter and is clearly incidental to the display itself.



- All electrical signs, either temporary or permanent, must be connected to permanent electrical service installed according to the requirements of the electrical code. All wiring for newly constructed detached signs must be underground.
- Electronic message center signs are subject to additional regulation and submission requirements.



Sign Permit Application

100 Municipal Circle Raymore, MO 64083
 Phone: (816) 331-1803 Fax: (816) 331-8067

Permit Number	Approval
Received Date	Approved Date
Electrical Permit Required?	Zoning
Electrician	Permit Fee
Notes	

Sign Location	Sign Copy
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Business Information

Business Name	
Business Address	
Business Phone	Business Fax

Sign Company Information

Sign Company Name	
Sign Company Address	
Sign Company Phone	Sign Company Fax
Sign Company Occupational License Number	

Sign Type

<input type="checkbox"/> Permanent (\$50)	<input type="checkbox"/> Temporary (\$15)	<input type="checkbox"/> Replace Existing Sign Face (\$10)
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Illumination

<input type="checkbox"/> Illuminated*	<input type="checkbox"/> Electronic Message Center*	<input type="checkbox"/> Non-Illuminated
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* IF BRANCH CIRCUIT IS NOT CURRENTLY AVAILABLE FOR ILLUMINATED SIGN, A LICENSED ELECTRICAL CONTRACTOR MUST OBTAIN ELECTRICAL PERMIT PRIOR TO INSTALLATION. ALL SIGNS INVOLVING INTERNAL LIGHTS OR OTHER ELECTRICAL DEVICES OR CIRCUITS MUST DISPLAY A LABEL CERTIFYING IT AS BEING APPROVED BY THE UNDERWRITER'S LABORATORIES

Sign Information

<input type="checkbox"/> Temporary Sign	Height	Width	Total Sign Height	Setback-Nearest Property Line
<input type="checkbox"/> Wall Sign	Height	Width	Area of Façade	
<input type="checkbox"/> Freestanding Monument Sign	Height (Copy Area)	Width (Copy Area)	Total Sign Height	Width of Sign Base
	Setback-Front Property Line	Setback-Side Property Line		
<input type="checkbox"/> Projecting Sign	Height (Copy Area)	Width (Copy Area)	Depth	Clearance
<input type="checkbox"/> Under Canopy Sign	Height	Width	Clearance	
<input type="checkbox"/> Incidental Sign	Height	Width	Total Sign Height	Setback-Nearest Property Line
<input type="checkbox"/> Real Estate Sign	Height	Width	Setback-Front Property Line	Setback-Side Property Line

Applicant's Signature

Signature	Date
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CITY OF RAYMORE, MISSOURI SIGN PERMIT AUTHORIZATION

Comes now _____

(landlord or property owner), who being duly sworn upon his/her oath, does state that he/she is

the landlord or property owner that has given permission to the applicant to place signage at

_____ (location address).

Dated this _____ day of _____, 20____.

Signature of Landlord or Property Owner

Printed Name