



**Planning Department**  
420 Villa Drive, Box Elder, SD 57719  
Phone: 605-923-1404 Fax: 605-923-4264  
This institution is an equal opportunity provider

## On & Off Premise Sign Permit Application

### Information and actions required of the Applicant.

1. Applicant must submit a completed application with all relevant signatures, fees, and the following documents:
  - a. A scaled and dimensioned site plan of the sign site with property boundaries, north arrow, building locations, with the sign location clearly indicated.
  - b. A scaled and dimensioned Elevation and Design Plan of the proposed sign.
  - c. A certification by a Professional Engineer that the design meets building codes.
  - d. Engineering stamped documents in accordance with building code requirements.
  - e. A non-refundable Sign Permit Application Fee of \$200.00 for signs with a total sign face area of less than 300 square feet or of \$500.00 for signs with a total sign face area of 300 square feet or more.
  - f. An additional non-refundable Late Application Fee of \$400.00 for signs with a total sign face area of less than 300 square feet or of \$1,000.00 for signs with a total sign face area of 300 square feet or more if sign is installed prior to approval by the Planning and Zoning Office.

**NOTE: Building/Wall signs are exempt from permit requirements. Said signs shall be parallel to the structure, and shall not protrude more than six (6") inches beyond and in regards to wall signs; they shall not cover more than seventy-five (75%) of any wall surface.**

### Application Procedure:

1. Upon receipt of the required application, fees and supporting information, Planning Department staff will review the application and route the information to all affected Departments and agencies.
2. Upon review, if determined the application is incomplete, the applicant will be notified of the deficiencies and corrections will need to be made before routing.
3. The completed application, once approved, the permit will be issued to the applicant.
4. Once permitted, work must commence within ninety (90) days and be completed within one-hundred-twenty (120) days, or the permit is declared invalid.

**NOTE: Off-Premise Signs over thirty-two (32) square feet in area are subject to annual "Sign License" requirements, and shall pay \$0.30 per each square foot of sign, by January 31 of each year.**



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### Applicant Information

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### Property Owner Information (If different than Applicant)

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

### Contractor Information (If different than Applicant)

Company: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

<b>Legal Description of Site</b>
<b>Site Address</b> (if Applicable):
<b>Current Zoning:</b>

SIGN INFORMATION (Select all that apply)			
<input type="checkbox"/> On Premises Sign	<input type="checkbox"/> Off Premises Sign	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Other
<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Marquee Sign		

<b>Dimensions of Sign Face(s):</b>
<b>Total Square Footage of Sign(s):</b>

**Owner**  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 (Required for Corporations, Partnerships, LLC & Other)

**Applicant/Agent**  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 (Required for Corporations, Partnerships, LLC & Other)