

CITY OF DUBUQUE, IOWA  
SIGN PERMIT APPLICATION

**PLEASE NOTE: Signs in Historic Districts require approval by Planning Services Staff or Historic Preservation Commission**

JOB ADDRESS		DATE	
APPLICANT	ADDRESS	ZIP	PHONE
OWNER	ADDRESS	ZIP	PHONE
TENANT	ADDRESS	ZIP	PHONE
CONTRACTOR	ADDRESS	ZIP	PHONE

STATE REGISTRATION NO.	HISTORIC DISTRICT: (If applicable)
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Sign Permit Checklist: All information itemized below is required for a complete application.

1. A dated sign application form with the job address, business name, the sign contractor's name, address and phone number, and description of work to be done.
2. A diagram showing the location of all existing site signage that includes both wall-mounted and freestanding signs.
3. A rendering indicating the height, width, length and square footage of all existing signage on the building or premises that includes both wall-mounted and freestanding signs. In some cases, such as large multi-tenant buildings like Kennedy Mall or Asbury Plaza, all of this information may not be necessary. Please check in advance with Planning staff to see if all existing signage information is necessary.
4. A diagram showing the location of all proposed signage that includes both wall-mounted and freestanding signs.
5. A rendering indicating the height, width, length and square footage of all proposed signage on the building or premises.
6. For freestanding and projecting signs, indicate the distance between grade level and the bottom of the sign.
7. A completed projecting sign permit application for signs that protrude over the public right-of-way.
8. A description of the materials used to fabricate signs that are located within historic districts.

**NO WORK SHALL COMMENCE PRIOR TO  
ISSUANCE OF SIGN PERMIT**

Describe Work:

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Separate permits are required for electrical, building, heating, ventilation, or air conditioning. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

PERMIT FEES		
10	PERMIT FEE	
11	PLAN REVIEW FEE	36.00
12	TOTAL	

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_