



# Off-Premises/Billboard Sign Permit Application

**INSPECTIONS**  
200 3<sup>rd</sup> St N  
Fargo, ND 58102  
Phone: 701-241-1561  
FAX: 701-476-6779  
<http://www.cityoffargo.com>

To insure the accurate and efficient processing of this application, and to avoid errors and delays, supply all the relevant information. If you fail to provide completed, sufficient, and correct documentation there may be delays to the approval. Detailed plans, including a site plan to scale or dimensioned, **must** be provided with this application. Please check the attached Sign Application Requirements.

Address of Proposed Sign(s): \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone/Fax/E-Mail: \_\_\_\_\_

Licensed Sign Installer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Fax/E-Mail: \_\_\_\_\_

Has the property owner granted permission to install sign(s)? Yes No

LDC Zoning District \_\_\_\_\_ Is this a new sign or a replacement? \_\_\_\_\_

## Proposed Signage

Type of Sign to Be Installed     Static     Digital

Number of Sign Faces?    One    Two    Electrical Contractor \_\_\_\_\_

Total Sign Area Proposed \_\_\_\_\_    Sign Face Height \_\_\_\_\_

Clearance from Grade \_\_\_\_\_    Sign Face Width \_\_\_\_\_

Overall Height of Sign \_\_\_\_\_    Parcel abuts interstate corridor?    Yes    No

Distances from Property Lines:    N \_\_\_\_\_    E \_\_\_\_\_    S \_\_\_\_\_    W \_\_\_\_\_

Reviews presuming to give authority to violate or cancel the provisions of the Fargo Sign Code or other ordinances of this jurisdiction shall not be valid. Adherence to provisions contained in any covenants or easements concerning this property are solely and exclusively the responsibility of the property owner.

*I hereby acknowledge that this application is not a Sign Permit nor does it authorize the start of construction and that the plans and specifications for the above-referenced signage is a true representation for this proposed project. I understand that the permit applied for herein may be revoked and the signs erected in conjunction with this permit may be required to be removed in the event the information contained hereon is inaccurate.*

\_\_\_\_\_  
Print Name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Received by    Date

# Sign Application Requirements

It is the applicant's responsibility to provide the information listed so that the application and plans can be reviewed in a timely manner. If you fail to provide sufficient documentation there may be delays to your project.

## Site Plan Requirements for Free-Standing Signs:

- a) north arrow and scale;
- b) street names;
- c) property lines;
- d) property dimensions;
- e) sight triangles;
- f) existing and proposed buildings and other structures;
- g) parking areas, drives, and curb cuts on the lot;
- h) drive aisles and/or vehicle circulation areas;
- i) location of existing sign(s);
- j) placement of proposed sign(s); and
- k) sign location in relationship to property lines (dimensions).

## Sign Plan Requirements:

- a) the type of proposed sign(s);
- b) the area of proposed sign face(s);
- c) sign dimensions, including height, width and depth of supporting structure(s);
- d) sign face design;
- e) an elevation drawing of the proposed sign, to include dimensions and height above street grade;
- f) illumination/lighting specifications;
- g) engineered drawing and schedules;
- h) a photographic simulation; and
- i) North Dakota State Department of Transportation approval.

## Notes

- It is illegal to install an off-premises or billboard sign without a permit except as allowed under the City of Fargo Sign Code.
- Your licensed electrician must also obtain a wiring certificate.
- All off-premises signs must meet the requirements of Section 20-1308 of the City of Fargo Sign Code.