



# CITY OF PEA RIDGE

## Sign Permit

### Application & Checklist

Do not leave any spaces empty or blank. If the question is not applicable, enter N/A.

### Fees

**Temporary or Face Change:** No fee  
**Permanent:** \$50 + \$0.75 per sq. ft.\*  
 \*If sign is double-sided, square footage for both sides are included in calculating the fee.

**\*\*PLEASE NOTE THAT PERMIT APPLICATIONS EXPIRE AFTER 60 DAYS OF INACTIVITY.**

<b>Sign Type:</b>	<input type="checkbox"/> Temporary	<input type="checkbox"/> Permanent	<b>Applicant Name</b>	
<b>Sign Location (address)</b>			<b>Business Name</b>	
<b>Establishment Name</b>			<b>Address</b>	
<b>Linear Street Frontage</b>			<b>City, State, Zip</b>	
			<b>Email</b>	
			<b>Phone</b>	

Temporary Signs		Existing Signs to Remain		Submit complete application to: Planning Department, P.O. Box 10, Pea Ridge, AR 72751 (479) 451-1122  Payment is required at time of approval.
Sign Type	Sign Area (sq. ft.)	Sign Type	Sign Area (sq. ft.)	
<b>Dates of Display</b>		<input type="checkbox"/> No existing signs		

Permanent Signs		Check all that apply:			
		<input type="checkbox"/> electronic message center	<input type="checkbox"/> double-sided		
		<input type="checkbox"/> exterior lighting	<input type="checkbox"/> interior lighting		
		<input type="checkbox"/> sign face change only			
Sign Type	Dimensions	Installed Height (ft.)	Sign Area (sq. ft.)	Wall Area (sq. ft.)	Valuation (include cost & labor)

Please see next page for required documents.

### **Required for all signs:**

**Scaled Drawing.** A scaled drawing of the sign showing the design and dimensions of the sign height, area, design, content, and dimensions of any measures used to support the sign or used to affix the sign to a wall, window, or ground.

**Scaled Site Plan.** A scaled site plan showing the location of the sign on the property or building and showing street right-of-way and property lines. For wall signs, provide dimensions of walls.

### **Additionally required for permanent signs:**

**Narrative.** Provide a brief narrative for the scope of work to be completed.

**Public Utility Locations.** Public utilities must be located by ArkUps (811) and visible for inspection by the City Official prior to approval.

**Landscape Plan.** For freestanding signs only.