



City of Bowling Green
Neighborhood and Community Services
707 E. Main Ave
Bowling Green, KY 42101
Phone: 270-393-3676 & 270-393-3615
Fax: 270-393-3223 www.bgky.org
Email: building.division@bgky.org

**PERMENANT SIGN PERMIT
APPLICATION**

\$100.00 FEE

Please Print Clearly in Ink or Type

Permit # **SG2025-** _____

LOCATION OF WORK*REQUIRED*

Permit Address _____ Suite/Unit/Apt _____ Zip Code _____

Subdivision _____ **Project/Development Name** _____

Lot # _____ Building # _____

PROJECT INFORMATION*REQUIRED*

Total Number of Signs _____

I am ... Installing a New Sign Adding to an Existing Sign Altering or Repairing an Existing Sign

The Sign is... Billboard Pole Height _____ Monument Height _____ Attached to a Building

Illuminated Non-Illuminated

Site Drawing required for Billboard, Pole and Monument signs, Elevation Drawing for Signs attached to a Building.

List Sign Dimensions _____

UL numbers must be provided for Illuminated Signs _____

APPLICANT INFORMATION*REQUIRED*

Applicant _____ Street Address _____

City _____ State _____ Zip Code _____ Suite/Unit/Apt # _____

Email _____ Phone _____ Mobile _____

Check all that apply to Applicant's Role: Property Owner Contractor Other _____

Primary Contact _____ Office Phone _____

Email _____ Mobile Phone _____

Fax _____

*****SIGNATURE REQUIRED ON SECOND PAGE*****

Permit # _____

CONTRACTOR INFORMATION *REQUIRED IF NOT THE APPLICANT*

Contractor Business Name _____ Address _____
City _____ State _____ Zip Code _____ Suite/Unit/Apt # _____
Email _____ Phone _____ Mobile _____
Fax _____ Primary Contact _____

PROPERTY OWNER INFORMATION *REQUIRED IF NOT THE APPLICANT*

Owner Name _____ Address _____
City _____ State _____ Zip Code _____ Suite/Unit/Apt # _____
Email _____ Phone _____ Mobile _____

SOIL DISTURBANCE INFORMATION

Will There Be Any Soil Disturbance Yes No Size of Area To Be Disturbed (Sq. Ft.) _____

I the Applicant of this Permit do hereby understand the following:

1. *****A drawing is required with this permit application. If submitting through e-mail, application, drawings or plans must be in PDF format. There are multiple offices involved in approving the application, they need to see the type of work you will be doing in order to approve your application.*****
2. This Permit will be approved when **ALL** Reviews have been approved.
3. The Building Division may issue the Permit or Phases of the Permit with **Conditions**.
4. It will be the Applicant’s responsibility to meet **ALL** conditions required for Plan Review Approval.
5. Work cannot commence until the Permit is issued by the Building Division and **ALL** fees have been paid.
6. Kentucky Building Code, Current Edition with referenced Codes and City Ordinances will govern this Permit.
7. Phase 2 Erosion Prevention & Sediment Control Practices will be implemented during **ALL** phases of construction as defined in City Ordinance 21-2.03.
8. A list of Sub-Contractors is to be submitted to Occupational License Division prior to the issuance of this Permit.
9. It is the contractor’s responsibility to call for inspections.
10. To the best of my knowledge ALL information given herein is true.

Required Signature _____

Date _____