



PLANNING AND BUILDING DEPARTMENT  
 CITY HALL ANNEX  
 520 MAIN STREET  
 BELTON, MISSOURI 64012

TELEPHONE: (816) 331-4331  
 FAX: (816) 331-6973

WEBSITE \* [www.belton.org](http://www.belton.org)

## SIGN PERMIT APPLICATION

**CONTRACTOR'S NAME & BUSINESS ADDRESS:** \_\_\_\_\_

**(Must have valid City Business License)**

(Name)

\_\_\_\_\_  
 (Street Address)

\_\_\_\_\_  
 (Email)

\_\_\_\_\_  
 (Mobile Phone Number)

**JOB**

**LOCATION:** \_\_\_\_\_

(Street Address)

**JOB NAME:** \_\_\_\_\_

**Payment Method:**

Cash or Check

Online Credit Card Payment - MasterCard, Visa or Discover (Fees apply)

**PURSUANT TO SECTION 2-1(M)(2), Belton Unified Development Code, 'Any sign installed or placed in the right-of-way or on public property will be deemed an unlawful sign and will be subject to immediate removal and disposal by the City without compensation to the owner. The owner or other person placing the sign will be subject to the penalty provision of this Chapter.**

**CURRENT ZONING:**

**COMMERCIAL**  
 C-1, C-2, C-3,

**MANUFACTURING**  
 M-1, M-2

**SIGN TYPE:**

**WALL MOUNT**

**POLE MOUNT**

**MONUMENT**

**BILLBOARD**

**ILLUMINATION: Yes / No**

**TEMPORARY:**

3 permits per year  
 30-day maximum  
 32 square feet maximum size

**Set-up Date:**

**Removal Date:**

**\*\*A SEPARATE ELECTRICAL PERMIT IS REQUIRED FOR ILLUMINATED SIGNS\*\***

The following **must** be submitted with the application:

- **A drawing to scale of the sign, its supports structure and wiring diagram (if illuminated).**
- Information on the drawing shall include sign dimensions, structural dimensions and type of material.
- A plot plan of the proposed sign location (drawn to scale) for a Monument type sign. Information on this drawing shall include existing signs and structures along with the proposed sign.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

\_\_\_\_\_  
 CITY PLANNER

**DATE:** \_\_\_\_\_

**PERMIT NO.** \_\_\_\_\_

**APPROVED: YES / NO**

**FEE: \$**