



Sign (Permanent) Permit Application

The requirements regarding the quantity, size, setback and height for placement of permanent signs is detailed in Davenport's City Code. Permanent (and temporary) signs placed without proper approval and permits may be ordered removed and the Owner may be fined. The process for placing a permanent sign is as follows.

- Submit an inventory of existing signage, graphic of proposed sign with sign height, sign area, quantity of signs requested and site plan indicating location and setback, along with any other applicable site details to the city's Community Planning and Economic Development, Zoning Division located at 226 W 4th Street, Davenport, IA 52801. Questions regarding this process should be directed to the Zoning Office at 563.326.7765.
- Once approved by zoning complete and submit this application along with the applicable fee to the city's Public Works Building Division located at 1200 E 46th Street, Davenport, IA 52807. Questions regarding application submission can be directed to the Building Division at 563.326.7765.

The fee for permanent sign installation is \$50.00. Signs painted directly to a wall of a building are exempt from this fee. Where the owner of the improvements is a tax levying body, a permit shall be obtained in the normal manner, but no fee is required.

Signs requiring electricity will require an electrical permit in addition to the sign application. All electrical work must be performed by a licensed and bonded electrical contractor.

Address of Proposed Sign							
Purpose of Sign							
Description of Project							
How Many Signs Currently Exist at this Location?							
Sign Height		Sign Area		Quantity			
Be sure to include a copy of the site plan, showing the location and set-back details for the proposed sign and the graphic proposed for the sign.							
Will electricity be required for this sign?						<input type="checkbox"/> Yes	<input type="checkbox"/> No
Owner Name							
Address		City		State		Zip	
Contact Name		Phone		E-mail			
Contractor Name							
Address		City		State		Zip	
Contact Name		Phone		E-mail			
License #		Bond #					
Zoning Review and Conditions (if applicable)				Zoning Approval			
				By			
				Date			
I understand the regulations and terms for placing the sign described. I affirm this application is a complete and accurate description of the temporary signage permit we are applying for.							
Signature				Date			
For Office Use Only							
Processed by		Permit #		Date			