



Department of Public Works

SIGN PERMIT

Procedures for Obtaining a Sign Permit

1. Submit completed Sign Permit Application as well as six (6) copies of detailed drawings of the proposed sign. The drawings must show, **in complete detail**, the size of the sign, both height and width of letters, as well as the total square footage of the sign; support mechanism; color of sign; type of sign; and location of the sign. The application must also be accompanied by a letter of approval from the property owner/lessor or a signature on the attached application. The fee of \$25.00 for a permanent sign or \$10.00 for a temporary sign must accompany the application.

If the application is not completed in its entirety and the required drawings do not contain all of the above-noted information, the application will be deemed incomplete and will be returned.

2. The Department of Public Works will review the proposed sign. When this review has been completed, City staff will notify the applicant. In the event the proposed sign does not comply with City ordinance, the applicant may request a variance. Further information concerning variance procedures will be provided to applicant at time of submission.
3. After approval is granted by the City of Crestwood, it may be necessary for the applicant to obtain an electrical permit and/or building permit from St. Louis County Department of Public Works before the sign can be erected.
4. All questions should be directed to the Department of Public Works by calling the Code Enforcement Officer at 314-729-4724.



DEPARTMENT OF PUBLIC WORKS
One Detjen Dr. Crestwood, MO 63126
Telephone: 314-729-4724 Fax: 314-729-4729

APPLICATION FOR SIGN PERMIT

Application Date _____

Applicant Name and Address: _____

Phone #: _____

Tenant Name and Address: _____

Phone #: _____

Sign Company Name and Address: _____

Phone #: _____

Type of Sign: [] TEMPORARY [] PERMANENT

Style of Sign: [] Wall [] Ground [] Single-faced [] Double-faced [] Window [] Pole [] Other _____

Type of Illumination: [] Non-illuminated [] Illuminated

Materials: [] Non-combustible [] Plastic [] Wood [] Other _____

Color of Lettering and Returns:

Lettering: _____ Returns: _____

Size of Sign: _____ (SQ. FT.)

Location of Sign:

- [] Property
[] Building Wall Wall Height _____ Wall Width _____
[] Window Window Height _____ Window Width _____

Other signs on building or property:

Table with 2 columns: Type, Quantity. Rows 1, 2, 3.

Signature of Property Owner _____ Signature of Sign Owner _____

Address _____ Address _____

Telephone # _____ Telephone # _____

The owner hereby agrees to permit the City of Crestwood, through its agents, to enter on said real property for the purpose of removing said sign(s) as provided under the provisions of the Sign Ordinance of the City of Crestwood and waive and hold the City of Crestwood harmless from any damage to said real property and structure thereon occasioned by said removal.

OFFICE USE ONLY

Approved Permit #: _____ Approval Date: _____ Expiration Date: _____

Approved By: _____ Title: _____

Zoning Required: Yes _____ No _____
Zoning Approved: Yes _____ No _____

Payment Section

St. Louis County Approvals: [] Forward plans to St. Louis County for building permit
[] Forward plans to St. Louis County for electrical permit
Date Paid: _____
Amount of Payment: _____
Payment Method: Cash _____ Check _____
Check # (if applicable): _____