



City of Jeffersontown
 Department of Permitting and Enforcement
 10416 Watterson Trail
 Jeffersontown, KY 40299
 Phone: (502) 267-8333 Fax: (502) 267-0547
jeffersontownky.gov

FOR OFFICE USE ONLY

Date: _____

Permit #: _____

Bus. License #: _____

Sign Permit Application

(Please Print)

Sign Address: _____

Applicant: _____ Contact: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Contact Phone: _____ Cell: _____ E-Mail: _____

Property Owner: _____ Tenant: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Office/Home Phone: _____ Cell: _____

NEW SIGN

REPLACEMENT SIGN

Site Plan of Building & Sign Location(s) (Required): Yes No

Scaled Drawing of New Sign(s) (Required): Yes No

Total Area of Existing Sign(s): _____ Sq. Ft.

Photo of Existing Sign(s) Attached: Yes No N/A

Location-Sign: _____

Illuminated: Yes No New Electrical Wiring: Yes No

Sign Height: _____ Sign Width: _____ Total Sq. Ft: _____

ATTACHED SIGN: Yes No Building/Wall Façade: Height: _____ Width: _____

Wall (facing building): Front Side Rear Side Right Side Left Side

FREESTANDING SIGN: Yes No Height (grade to top): _____

Clearance (bottom of sign to grade): _____ Distance from sign to property line or street right-of-way: _____

LED/Changing Image: Yes No **VIDEO:** Yes No Rate of Change: _____

TEMPORARY: Yes No Banner Portable (\$50 Refundable deposit required for all Temporary Signs)

Deposit Check No: _____ Date Temporary Sign Removed: _____ Date Check Returned: _____

Use additional forms for more than one (1) sign.

I hereby certify that I am the owner of record or the owner of record authorizes the proposed work and I have been authorized to make this application as the authorized agent.

 Authorized Agent Name or Owner (Print)

 Signature

 Date



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Sign Permit Fees

ATTACHED and/or FREESTANDING SIGN FEES

First Sign on Permit Application	
Fifty (50) square feet or less	\$50.00
More than 50 square feet	\$50 + \$1 per sq. ft. over 50 sq. ft.
Each Additional Sign per Permit	
Fifty (50) square feet or less	\$10.00
More than 50 square feet	\$10 + \$1 per sq. ft. over 50 sq. ft.

MAXIMUM FEE PER SIGN IS \$200.00

Double faced signs are considered one sign.

TEMPORARY SIGN REQUIREMENTS

(Mobile signs, trailer signs, banners, etc. and **NOT** exceeding thirty-two (32) square feet.)

FEE: Twenty (\$20.00) Dollars

Permits **ARE** void fifteen (15) days after issue date.

A refundable deposit of Fifty Dollars (\$50.00) **IS** required.

Signs utilizing luminous or colors capable of change due to refraction are **NOT** allowed.

Signs utilizing electricity are **NOT** allowed.

Shall **NOT** be placed closer than five (5) feet from any right-of-way.

A **WAITING PERIOD** of thirty (30) days is required between applications.

SMALL FREESTANDING BUSINESS SIGN REQUIREMENTS

(“Sandwich Style” sign in Town Center Form District only)

FEE: Twenty Dollars (\$20) up to twelve (12) square feet.