



SIGN PERMIT APPLICATION

4200 Mills Civic Parkway, Suite 1D
PO Box 320, West Des Moines, IA 50265-0320
Ph. (515) 222-3620
DevelopmentServices@wdm.iowa.gov
Fee & Form Effective 7-1-19 thru 6-30-20

For Office Use Only
Permit # _____
Permit Fee _____
Receipt # _____
Issued: _____ By: _____

Project Address: _____
Tenant or Project Name: _____
Sign Wording: _____
Installer's Name: _____
Installer's Address: _____ Phone #: _____
Installer's E-Mail Address: _____
Landlord/Owner's Name: _____ Phone #: _____
Landlord/Owner's E-Mail Address: _____

All applications need to be submitted with an illustrated drawing of the proposed sign, with dimensions and a map of the site (ground signs) or the building elevation (wall signs) showing where the sign will be installed. Additional information may be required by the city to clarify what is being requested.

Size of Sign: _____ Total SF of Sign: _____ Valuation of Sign: _____

Please mark all that apply:

Sign Type:

Ground Signs:

Monument sign Landscape sign Interstate sign Other _____

Wall Signs:

Awning or canopy sign Façade wall sign Projecting/Blade sign
 Other _____

Temporary Signs:

Long Term Sign (New Renewal – permit renewal required if extended beyond the end of the year)
Construction material: _____

Landlord's signature: _____

Active Development/Project Sign
Name of Project: _____

Short Term sign
Dates sign(s) will be in place: _____

Illumination method: Not illuminated/Not applicable

Indirect Illumination: External Light Source Reverse Channel Letters (Halo lit)
Internal Illumination: Channel Letters Routed with push through graphics
 Contoured Panel Sign Panel/Cabinet Sign
 Exposed Neon Exposed LED
 Light banding, Accent band, Outlining, Festoon lighting, or other architectural lighting

The Applicant _____ agrees to make all installations in accordance with the Sign Ordinance of the City of West Des Moines, IA and further agrees to protect and save the City harmless from any claim that may arise from installation and/or maintenance of the above sign or advertising fixture. Any sign installed without approval will be subject to a double permit fee.

Authorized Representative Title Date

FEE SCHEDULE – SIGN PERMIT

(Effective 7-1-2019 through 6-30-2020)

SIGN PERMIT FEES

PERMANENT AND LONG TERM TEMPORARY SIGN PERMITS (Real estate, construction, etc.)

Base fee **\$95.00** plus **\$.75** per square foot of sign

SHORT TERM TEMPORARY SIGNS

Four-day event signs - **\$28.00** per event – maximum of four times per year

SIGN ERECTOR’S LICENSE

Two year license renewed prorated semi-annually from end of odd number year

Fee \$136.00

SIGN ERECTOR’S BOND AMOUNT

\$5000.00 per Erector’s License

SIGN VARIANCE

\$200.00 per request

See Sign Code for findings that must be made for a variance