



## Application for Sign Permit

104 N King St  
PO Box 248 (for mailing)  
Shepherdstown, WV 25443

This application needs to be submitted to Town Hall for approval of any signage. Please reference [Title 9, Section-210](#).

**Name of applicant:** \_\_\_\_\_  
(include name of business)

**Mailing address:** \_\_\_\_\_  
\_\_\_\_\_  
City State Zip

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Street address of proposed work:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Prior to your application being accepted you are required to provide the following:**

*(Please initial each indicating it has been provided)*

- \_\_\_\_\_ Total square footage of all existing signs on building
- \_\_\_\_\_ Linear width of storefront in feet
- \_\_\_\_\_ Total square footage of proposed sign(s)
- \_\_\_\_\_ Drawing or picture of building showing placement of sign(s)
- \_\_\_\_\_ Drawing or picture of sign(s) with dimensions & material composition
- \_\_\_\_\_ Drawing or picture of bracket or method of mounting sign

**Hanging Sign(s) only:**

- \_\_\_\_\_ Bottom of sign is required to be a minimum 7ft above sidewalk
- \_\_\_\_\_ Outer edge of sign may not extend closer than 3ft from curb face

I hereby certify that all information herein provided is true and accurate. I hereby authorize the inspection of the above premises by authorized agents of the Shepherdstown Planning Commission at any reasonable time to determine compliance with Commission's approval. Application must be signed by owner or his/her agent.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Applicant)

If you are a tenant, you must obtain the owner's signature acknowledging and approving the proposed work. This must be done prior to submission of application.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
(Owner)  
**Print Name:** \_\_\_\_\_