

City of Ottumwa Sign Permits (Permanent Signage)

Sign Permits Required

Permits are required by the City of Ottumwa for all new signs or any change in the face or structure of an existing sign, with few exceptions. If your project isn't listed in the code as exempt from permit requirements, then you need to get a sign permit before starting work.

Go to <http://www.municode.com/Resources/gateway.asp?pid=10099&sid=15> and select Chapter 38, Article XXXI Signs. It's a violation of the law to begin work before a sign permit has been issued. If you are uncertain if you need a permit, please call the Zoning Department at (641) 683-0606.

Permit Application

It's not complicated, but we need enough information to determine whether your project complies with minimum code standards before we can issue your sign permit. Our goal is to identify and resolve code issues with you before your permit is issued and before you start work. It's relatively simple to make corrections or revisions to a project while it's still on paper.

All building projects must comply with State and City Building Codes and the City's Zoning Ordinance, Municipal Code Section 38 Article XXXI. Some sign projects that require a variance or are located in zoning district CS-1 may require separate review and approval by the Planning and Zoning Commission before permits can be issued.

Sign permit applications may be downloaded from the City of Ottumwa web site at citofottumwa.com or may be picked up at City Hall, 105 E Third Street, Room 201. Applications that are e-mailed, must be signed.

Sign Permit Fees are \$100.00 for each pole, monument or free-standing sign, \$50.00 for each wall sign and \$25.00 each temporary sign.

Required Permit Attachments

Scale drawings with dimensions are required to demonstrate the proposed sign is code compliant: one overhead drawing of the site and one drawing of proposed signage scaled to the buildings. A photograph or scale drawing of the existing signage with notations regarding which signs will remain or be removed.

Penalties

City Code requires that permits be issued before work begins. Permits are part of a process intended to assure that all buildings are in compliance with applicable construction codes and safe for persons to use and occupy. Penalties for working without required contractor registration, licensing, or permits include issuance of stop work orders, issuance of municipal infraction citations with penalties of not less than \$500, and requiring unpermitted or otherwise noncompliant work to be removed or corrected.

Contractors, tradespersons, property owners, landlords, homeowners and others who choose to disregard the law do so at their own risk.

City of Ottumwa

SIGN PERMIT APPLICATION

Date: _____ Business Name/Use: _____

Address: _____

Approximate Sign Value (Including Installation): \$ _____

Property Owner: _____

Address: _____ Phone: () _____

Contact - Name: _____ Phone: _____ Email: _____

Sign Installer: _____ Phone: () _____

Address: _____ License # _____

Electrical Contractor: _____ Phone: () _____

Address: _____ License # _____

Utility Locate Confirmation #: _____ (# required if underground work)

Building Frontage: _____ Lot Frontage: _____

EXISTING SIGN(S) INVENTORY

<i>Type₁</i>	<i>Height₂</i>	<i>Size₃</i>	<i>Area (Sq. Ft.)</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

1. Pole, monument, electronic message, wall, awning, etc 2. Ground (average grade) to top of sign
 3. Size: (length x width x depth)

PROPOSED SIGN(S)

<i>Type₁</i>	<i>Height₂</i>	<i>Size₃</i>	<i>Area (Sq. Ft.)</i>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

1. Pole, monument, electronic message, wall, awning, etc 2. Ground (average grade) to top of sign
 3. Size: (length x width x depth)

The applicant _____, agrees to make all installations in accordance with the Sign Ordinance and all other applicable ordinances of the City of Ottumwa, Iowa, and further agrees to hold the City harmless from any liability incurred as a result of the installation of said sign or advertising structure. This permit is valid for up to one year following the date of approval.

 Authorized Representative (PRINT NAME) Signature Date

Application Checklist:

___ **Completed & Signed Application**

___ **Appropriate Application Fees Enclosed**

___ **Site Plan MUST be submitted:** showing building outline and dimensions, property lines and dimensions, driveways, and sign locations (proposed and existing).

___ **Picture/Illustration:** including dimensions of proposed sign, sign wording and special features.

___ **Architectural or Engineer Drawings and specifications**

___ **E-Mail Address, Postal Address or Fax # of where to send the approved permit:**

OFFICE USE ONLY

Zoning Department

Approved Denied

Conditions or explanation:

Zoning Official Date

Building Inspections Department

Approved Denied

Conditions or explanation:

Building Inspections Official Date

CITY OF OTTUMWA - SIGN PERMIT APPLICATION

Zoning District: _____ Fee: \$ _____ Paid: ____/____/____

Allowed: _____ sq. ft. Proposed: _____ sq. ft.

Existing: _____ sq. ft. Remaining: _____ sq. ft.

SAMPLE SITE SKETCHES:

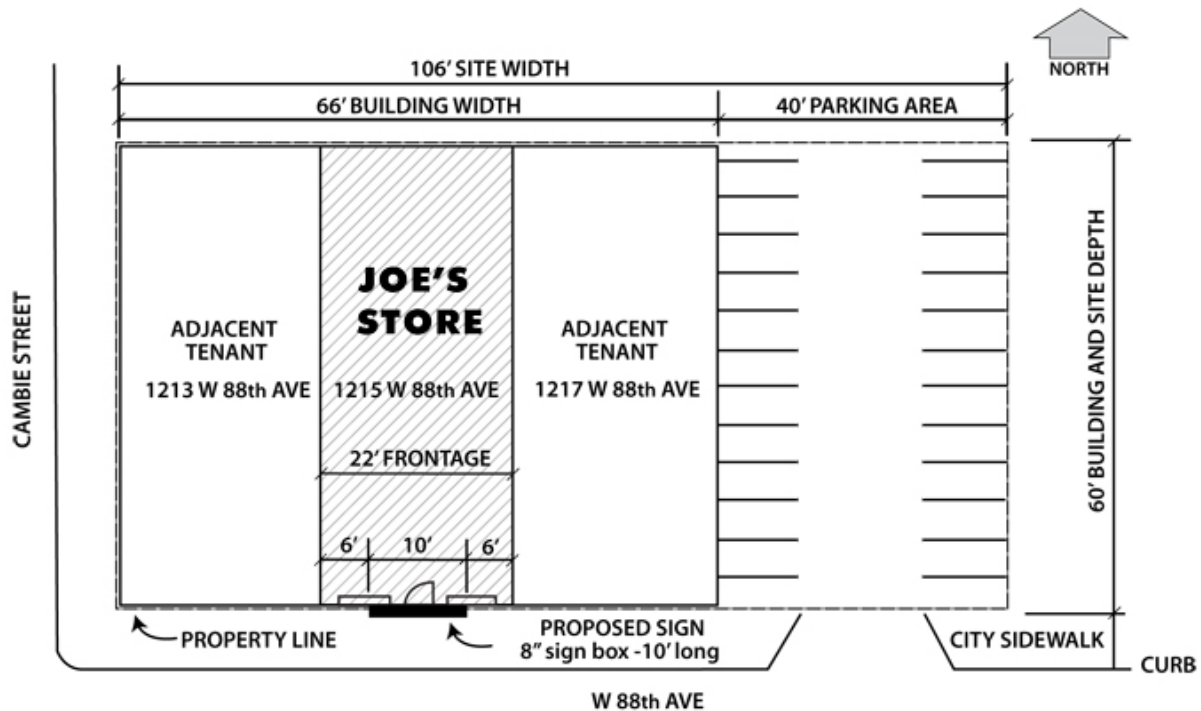
SHOW SIMILAR SKETCH OF PROPOSED AND/OR CURRENT SITE LAYOUT WITH THE LOCATION OF ALL PROPOSED AND/OR CURRENT SIGNS.

Show the building outline and dimensions, property lines and dimensions, driveways, and sign locations. Include ALL frontage lengths in the sign application (both lot frontages and building frontages). Frontage dimensions can be found at the Wapello County Assessor's web site (<http://wapello.iowaassessors.com/>) or at their office or the GIS Coordinator's office in the Wapello County Courthouse.

LOT FRONTAGES are those portions of a lot, property, or building site which are adjacent to and abutting a public street. Public alleys, easements, and pedestrian walkways are not considered frontage in determining sign area.

BUILDING FRONTAGES are those portions of the buildings which are parallel to and adjacent to the lot frontage. Sign regulations and requirements are found under Appendix A – Section 23 - Signs of the Zoning Regulations for the City of Ottumwa, Iowa.

Both an overhead site view and building elevation (frontal) sketches are required for your permit. Examples of each are below:



SITE PLAN

SCALE 1/16" = 1'0"

A clearly marked photograph can be used in place of an elevation drawing showing the signage on the building frontage or the freestanding signs in relation (scale) to the building front. Example below:



Questions regarding the completion of this application may be submitted to:

Planning & Zoning Department
105 E Third Street, Room 201
Ottumwa, IA 52501
(641) 683-0606 / ruschj@ottumwa.us