



**City of New Albany, Indiana**  
**City Plan Commission**  
**Sign Permit Application**

142 East Main Street, Suite 200  
New Albany, IN 47150  
812-948-5327

[www.cityofnewalbany.com](http://www.cityofnewalbany.com)

*Date Stamp*

*Approved:* \_\_\_\_\_

## Sign Permit Application

### Required:

- \_\_\_\_\_ Attach one (1) copy of the sign plan, including the location on the site and all the dimensions of the sign  
\_\_\_\_\_ Fee (cash or check made payable to the City of New Albany) \$50 per sign/side

### Project Information:

Address: \_\_\_\_\_ Name of Business: \_\_\_\_\_

### Contact Information:

**Applicant/** ☐ Check if primary contact

**Contractor:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Owner/Lessee:** ☐ Check if primary contact

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant/Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sign #1:** ☐ New Sign ☐ Existing Sign or Reface

**Type:** ☐ Attached/Wall ☐ Pole Sign (Clearance height: \_\_\_\_\_) ☐ Ground Mounted/Monument

**Illuminated:** ☐ yes ☐ no **LED:** ☐ yes ☐ no

**Number of faces:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Width:** \_\_\_\_\_ **Square Feet:** \_\_\_\_\_

For signs in the public right-of-way, please provide the height from the nearest adjacent grade at the sidewalk to the bottom of the sign \_\_\_\_\_ (Minimum acceptable clearance is 7'-0")

**Sign #2:** ☐ New Sign ☐ Existing Sign or Reface

**Type:** ☐ Attached/Wall ☐ Pole Sign (Clearance height: \_\_\_\_\_) ☐ Ground Mounted/Monument

**Illuminated:** ☐ yes ☐ no **LED:** ☐ yes ☐ no

**Number of faces:** \_\_\_\_\_ **Height:** \_\_\_\_\_ **Width:** \_\_\_\_\_ **Square Feet:** \_\_\_\_\_

For signs in the public right-of-way, please provide the height from the nearest adjacent grade at the sidewalk to the bottom of the sign \_\_\_\_\_ (Minimum acceptable clearance is 7'-0")

### ADDITIONAL INFORMATION:

\*Attach additional sheets, if necessary

\*Signs in rights-of-way require Board of Works approval; signs in Historic District require a Certificate of Appropriateness