



PERMANENT SIGN PERMIT APPLICATION 2025

Shelbyville Plan Commission
44 West Washington Street
Shelbyville, IN 46176
P: 317.392.5102

Please ensure the entire form is completed, as missing information may cause delays in processing your permit.

ALL INFORMATION MUST BE COMPLETED AND SIGNED BY THE OWNER OR CONTRACTOR OF THE SIGN.
(For multiple signs: Each sign requires a separate application and drawing.)

1. Sign Owner (the name of the business the sign is for) :
Name:
Address:
Phone Number:
E-mail Address:

Sign Contractor:
Name:
Address:
Phone Number:
E-mail Address:

2. Location Information:
Address of Sign:
Zoning Classification:

Property Owner if different than sign owner:
Name:
Owner's Address:
Owner's Phone #:

3. Wall Signs: Use this section if the sign to be placed on the facade of a building. All information is required in order to process permit.

A. Façade dimensions: Supply measurements of the entire facade of which the sign is going to be placed upon. In a multi-tenant building, the measurements shall be limited to the only the dimension of the tenant space.

Height : Length

B. Existing wall signage: Supply dimensions of all other wall signs that are already placed on the facade, excluding signs on windows or glass doors.

1. 2.
3. 4.

C. Proposed Sign

- 1. Type: [ ] Flush Wall Sign [ ] Sign on Awning [ ] Projecting Sign
2. Material of sign:
3. Dimension of sign: (W) X (H) • Include rendering of sign
4. Illumination of Sign: [ ] None [ ] Externally Illuminated\* [ ] Internally Illuminated\*\* [ ] Electronic Message Center
5. Location of Sign: • Include a rendering showing location of sign on facade
6. For a Projecting Sign: A. The clearance distance from bottom of sign to the ground: B. The overall distance of the sign projecting from the building:
7. For a Awning: A. The clearance distance from bottom of the awning to ground: B. The overall distance the awning projects from the building:

For more than one wall sign, complete a separate application and drawing.

\*Externally Illuminated is defined as illuminating the sign by an artificial source of light not contained within the sign itself.
\*\* Internally Illuminated is defined as illuminating the sign by an artificial source of light that is concealed or contained within the sign and becomes visible in darkness through a translucent surface. Not to include Electronic Message Centers

**4. Ground Sign (Monument Sign):** Use this section for proposed detached signs that are to be placed on property.

- A. Dimension of sign: (W) \_\_\_\_\_ X (H) \_\_\_\_\_ • Include rendering of sign. Measurement must include sign base.
- B. Illumination of Sign: [ ] None [ ] Externally Illuminated [ ] Internally Illuminated [ ] Electronic Message Center  
1. If Electronic Message Center: Dimension of EMC Cabinet (W) \_\_\_\_\_ X (H) \_\_\_\_\_
- C. Material of sign : \_\_\_\_\_
- D. Material of sign base: \_\_\_\_\_ Dimensions of Sign's Base: (W) \_\_\_\_\_ X (H) \_\_\_\_\_
- E Location of Sign: • Include a site plan of location of all proposed and existing ground signs and distance from property line and each other.
- F. Landscape Plan: • Include a landscape plan around base of sign to meet standard expressed in Article 5.58 N.

**For more than one ground sign, complete a separate application and drawing.**

**5. Billboards:** Use this section for proposed Billboards

- A. Dimension of sign: (W) \_\_\_\_\_ X (H) \_\_\_\_\_ • Include rendering of sign
- B. Overall Height: \_\_\_\_\_ Measurement is from the ground to the top of sign.
- C. Illumination of Sign: [ ] None [ ] Externally Illuminated
- D. Material of sign: \_\_\_\_\_
- E. Location of Sign: Include a site plan with the location of the Billboard and the distance from property line.

**I certify that the information contained on this form is complete and accurate and the required supplemental information request above has been provided.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Information:

*Office Use Only*

Application #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Fee: \_\_\_\_\_ Released for Installation: Yes No