



Sign Permit Application

Phone: 620-626-2261 Fax: 620-626-0572
PO Box 2199 324 N Kansas Liberal, KS 67901

TYPE OF PROJECT: COMMERCIAL/INDUSTRIAL RESIDENTIAL
TYPE OF WORK: NEW REPAIR/REPLACEMENT FACE REPLACEMENT OTHER: _____
PROJECT ADDRESS: _____
OWNER: _____
APPLICANT/CONTRACTOR: _____
WORK PHONE: _____

PERMIT INFORMATION: Work to begin: _____ and to be completed: _____
Estimated Valuation of Project (Materials & Labor): \$ _____
SIGN TYPE: _____ HEIGHT: _____ WIDTH: _____ # OF SIGN FACES: _____
TOTAL SQ. FT. OF SIGN PER FACE: _____

PICTURES/DRAWINGS REQUIREMENTS: A drawing or picture to scale indicating method of attachments, depth & size foundation and structural members. City reserves the right of requiring seal on plans.

The following plans are attached with this application:

Plot Plan/Site Plan: _____ Floor Plan: _____ Elevations: _____ Drainage: _____

I HEREBY AFFIRM THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND ALSO AGREE TO COMPLY WITH ALL APPLICABLE PROVISIONS OF CHAPTER 6, BUILDING AND STRUCTURE CODES OF THE CODE OF THE CITY OF LIBERAL AND OTHER APPLICABLE REGULATIONS AND LAWS THAT MAY APPLY. CONSTRUCTION MUST BE STARTED WITHIN 60 DAYS AND WORK SHALL NOT BE SUSPENDED FOR MORE THAN 120 DAYS OR THIS PERMIT SHALL BE NULL AND VOID. **THIS PERMIT WILL EXPIRE IN 180 DAYS FROM THE DATE OF APPROVAL.**
I HEREBY UNDERSTAND THAT THE CONTRACTOR'S LICENSE MAY BE SUSPENDED OR REVOKED FOR ALLOWING THE OCCUPATION OF A STRUCTURE BEFORE A CERTIFICATE OF OCCUPANCY IS ISSUED.

APPLICANTS SIGNATURE: _____ DATE: _____

<NOTICE TO HOMEOWNERS WORKING ON THEIR OWN PROJECTS>

A homeowner may take out permits for a sign at a house in which they reside. A renter may take out a permit for a house in which they reside provided the homeowner of the residence consents. The homeowner may build the sign or erect a premade sign provided they have obtained the proper permits for each and each is properly inspected and approved. The homeowner may hire a laborer; however, if the owner employs a carpenter, handy-man, electrician or sign installer, the hired individual shall be a contractor, licensed and bonded by the City of Liberal. Non-licensed help cannot be utilized. Be aware that should you utilize any non-licensed help with the exception of general laborers, that this shall be grounds for immediate revocation of the permit.

*** OFFICE USE ONLY ***

APPROVED _____ DENIED _____
_____ BOARD OF ZONING APPEALS _____
_____ PLOT PLAN/SITE PLAN _____
_____ BUILDING PLANS _____
_____ GRADING & DRAINAGE PLAN _____
_____ CURB CUTS _____

Property Platted Floodplain

CONSTRUCTION TYPE:

Any Residential Any Commercial/Industrial Misc. (Utility, Religious, Public or Non Profit Project)

PERMISSION IS HEREBY GRANTED TO PERFORM THE WORK INCLUDED IN THIS APPLICATION. THIS PERMIT SHALL NOT BE CONSTRUED TO PERMIT ANY VIOLATION OF APPLICABLE LAWS, REGULATIONS, ORDINANCES, AND CODES.

APPROVED BY: _____ DATE: _____