



# Sign Permit Application & Checklist

## Fee:

**Temporary:** No fee

**Permanent:** \$25 + \$.75 per sq. ft. \*

\* If sign is double-sided, square footage for both sides are included in calculating the fee.

Sign Type:  Temporary  Permanent

Sign Location (address)

Establishment Name

Linear Street Frontage  l.f.

*Required only if additional signage is requested.*

Applicant Name

Business Name

Address

City, State, Zip

E-mail

Phone

## Temporary Signs

Sign Type

Sign Area

sq. ft.

sq. ft.

Dates of Display

## Existing Signs to Remain

Sign Type

Sign Area

sq. ft.

sq. ft.

sq. ft.

Sign regulations are online at [www.bentonvilliar.com/877/Sign-Code](http://www.bentonvilliar.com/877/Sign-Code).

Submit complete application to:  
Building Inspections  
305 SW A Street  
Bentonville, AR 72712  
[khatcher@bentonvilliar.com](mailto:khatcher@bentonvilliar.com)

Payment is required at time of approval.

## Permanent Signs

Check all that apply:

double-sided

electronic message center

exterior lighting

interior lighting

Sign Type

Dimensions

Installed Height

ft.

Sign Area

sq. ft.

Wall Area  
wall signs only

sq. ft.

Valuation

include cost & labor

\$

ft.

sq. ft.

sq. ft.

\$

ft.

sq. ft.

sq. ft.

\$

ft.

sq. ft.

sq. ft.

\$

## Required Attachments

For the application to be complete, the following items must be submitted with the application.

- Scaled Drawing.** A scaled drawing of of the sign showing the design and dimensions of the sign height, area, design, content and dimensions of any measures used to support the sign or used to affix the sign to a wall, window or the ground.
- Scaled Site Plan.** A scaled site plan showing the location of the sign on the property or building and showing street right-of-way and property lines. For wall signs, provide dimension of walls.
- Materials List.** A list of materials used to construct the sign, including all supporting materials.

Additionally required for permanent signs:

- Code Compliance Application:** [http://www.bentonvilliar.com/assets/planning\\_files/Code\\_Compliance\\_Form\\_9-6-16.pdf](http://www.bentonvilliar.com/assets/planning_files/Code_Compliance_Form_9-6-16.pdf) .
- Landscape Plan.** For freestanding signs only.

**Certification** : I certify under penalty of perjury that the foregoing statements and answers herein made all data, information, and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incorrect or false information is grounds for invalidation of application completeness, determination, or approval. I understand that the City might not approve what I am applying for, or might set conditions on approval.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

<b>Staff Use Only</b>	Date Submitted	Approved	Approved By	Decision Date