
SIGN FEES

Sign Fees are divided into three categories. These three areas include Sign Plan Review, Permits/ Inspections, and Miscellaneous fees. These three areas are further defined by the following:

- **Sign Plan Review Fees**

Sign Plan Review fees are based on the typical staff effort (time) to review sign applications for permits. The schedule includes plan review options including Design Review for additional height and area of a proposed sign, a Comprehensive Sign Plan, as well as procedures for Variance to Sign Code and Use Permit approvals.

- **Sign Permit Fees/Inspections**

Sign Inspections are financed by sign permits. Permit fees for signs are based on the typical staff effort (time) for travel and site visit. Fees are adjusted accordingly based on applications for wall mounted signs, ground (monument) signs or billboards due to the variation in inspection complexity. An electric component inspection fee is charged to applications which do not include a UL Listing and warrant staff review of electrical components of the sign.

- **Miscellaneous Fees**

Miscellaneous Fees are those fees that do not fall under any other sign activities.

SIGN PLAN REVIEW FEES

1. Sign Plan Review

a. Over the Counter – 1 to 2 signs	\$150 per hour, minimum \$75 (1/2 hour)
b. Office (Non-billboard signs).....	\$150 per hour, minimum \$150 (1 hour)
c. Field (Non-billboard signs)	\$150 per hour, minimum \$150 (1 hour)
d. Office (Billboard signs).....	\$150 per hour, minimum \$300 (2 hours)
e. Field (Billboard signs).....	\$150 per hour, minimum \$300 (2 hours)
f. Design Review (height and area bonuses)	\$150 per hour, minimum \$150 (1 hour)
g. Sign Engineering Plan Review	\$150 per hour, minimum \$300 (2 hours)

2. Comprehensive Sign Plans

a. Comprehensive Sign Plan Application	\$1,710
b. Major Amendment to Comprehensive Sign Plan	\$1,080
c. Minor Amendment to Comprehensive Sign Plan	\$270
d. Variance in Conjunction with	\$270
Comprehensive Sign Plan	

These fees recover service costs in both Development Services and Planning Departments.

3. Appeals and Modifications

a. Appeal to Design Review Appeals Board.....	\$1,200 first appeal item plus \$ 600 for each additional appeal item
b. Variance and Use Permit Applications.....	\$1,080
c. Variance and Use Permit Application Extension	\$270
d. Variance and Use Permit Hearing Continuance	\$360
e. Appeal to Board of Adjustment	\$540

These fees recover service costs in both Development Services and Planning Departments.

4. Plan Review of Corrections to Plans

- a. First Correction (2nd Review)..... No additional fee provided that the only changes made are those needed to address the noted corrections
- b. Second Correction (3rd Review) \$150 per hour, minimum \$150 (1 hour)
- c. Re-submittal which includes design changes \$150 per hour, minimum \$150 (1 hour)
unrelated to City required corrections

Plans not approvable after second correction (3rd review) require a new submittal and payment of full plan review fees.

SIGN PERMIT FEES

1. Sign Permits

- a. Basic Sign Permit
 - 1) Wall, marquee, projecting, roof, painted wall,..... \$ 75 per sign
flag & gasoline pump, per complex, and window signs
 - 2) Ground and Combination Signs
 - Base ground signs (includes subdivision, \$150 per sign
temporary construction and real estate)
 - Each additional sign..... \$ 75 per sign

A permit fee will be charged for each separate structure used in the erection of double face and "v" shape signs. For a ground sign structure with multiple sign cabinets, \$150 will be charged for the first sign and \$75 for each additional sign cabinet.

- 3) Billboards \$600 per face
- b. For Electric Signs Add \$150 per hour
- c. Electric Component Inspection \$150 per sign
- d. Temporary Event Sign Permit \$75 per event
- e. Directional Signs \$75 per sign

2. Re-inspection Fee for Sign Permits

- a. Initial Inspection..... No additional charge
(included with permit fee)
- If corrections are required, first re-inspection to..... No additional charge
verify corrections (included with permit fee)
- b. Re-inspection fees (payable before re-inspections will be made)
 - For any inspection called before work was
ready for that inspection \$150 each
 - For any inspection that cannot be made on
date requested due to no access \$150 each
 - Second and subsequent re-inspections required
(Failure to correct deficiencies) \$150 each

3. Permit Time Extension and Reinstatement

One-time Permit Extension or Reinstatement 50% of current permit fee
Application and payment must be received prior to the expiration date of the permit.

SIGNS MISCELLANEOUS FEES

1. Investigation Fee for Work Done Without a Permit

Investigation Fee..... \$250 or the permit fee, whichever is greater, but not to exceed \$2,500 for every day or portion of a day from the time unpermitted work began until a permit is obtained

2. Removal of Illegal Sign

Removal Fee \$75 per sign

3. Staff Consultation and Research

Staff Consultation and Research..... \$150 per hour, minimum \$150 (1 hour)