



Sign Permit Application Procedure (For Permanent Signs)

1. The following documents should be submitted in person to the Department of Public Works at the City of Crestwood Government Center:
 - a. A completed Sign Permit Application
 - b. Non-refundable permit fee due at time of application (See Fee Schedule)
 - c. Six (6) hard copies of detailed drawings of the proposed sign. The drawings must show, in complete detail:
 - i. Detailed color sign renderings, drawn to scale, identifying the proposed sign dimensions- Height, width, depth & total area of the sign display AND Total height of sign above grade (including the support structure)
 - ii. Identification of sign materials
 - iii. Cross-section of support structure and any electrical connection
 - iv. Site plan identifying proposed sign location
 - v. If proposing a wall/window/projecting sign, a photo of the building elevation on which the sign is proposed to be installed with dimensions of height & width of storefront or window area
 - d. A letter of approval from the property owner/lessor or a signature from the property owner/lessor on the attached application.
 - e. If applying for vintage sign designation please also include:
 - i. Detailed drawings and/or photographs of the sign in its current condition;
 - ii. Written narrative and supporting documentation demonstrating how the sign meets the applicable criteria;
 - iii. Detailed drawings of any modifications being sought;
 - iv. Detailed drawings of any relocation being sought; and
 - v. Historic and current photographs of the sign.

Please note: A Contractor's Business License is required for sign installation contractors that do not have a Crestwood Business License.

If the application is not completed in its entirety and the required drawings do not contain all of the above noted information, the application will be deemed incomplete and will be returned.

2. The City Planner will review the Sign Permit Application. City staff will notify the applicant when the Sign Permit has been approved and is ready to be picked up at the City of Crestwood Government Center or if revisions must be made to meet the City Code requirements.
3. After approval is granted by the City of Crestwood, it may be necessary for the applicant to obtain an electrical permit and/or building permit from St. Louis County Department of Public Works before the sign can be installed. In that event, the applicant will take four sets of the sign plans that were approved by the City of Crestwood to the St. Louis County Department of Public Works for review.
4. Following permit approval, the applicant will be notified of Inspection requirements. The Sign Permit and any inspection records must be prominently displayed at the work site during sign installation.

All questions may be directed to the City Planner Danny Jendusa at 314-729-4781 or djendusa@cityofcrestwood.org



Sign Permit Application Procedure (For Temporary Signs)

1. To obtain a permit to install a Temporary Sign (A sign that will be posted for less than 30 days), the following documents should be submitted in person to the Department of Public Works at the City of Crestwood Government Center.
 - a. A completed Sign Permit application
 - b. Non-refundable permit fee due at time of application (See Fee Schedule)
 - c. Two (2) hard copies of detailed drawings of the proposed sign. The drawings must show, in complete detail:
 - i. Detailed color sign renderings, drawn to scale, identifying the proposed sign dimensions- Height, width, depth & total area of the sign display AND Total height of sign above grade (including the support structure)
 - ii. Identification of sign materials
 - iii. Site plan identifying proposed sign location
 - iv. If proposing a wall/window/projecting sign, a photo of the building elevation on which the sign is proposed to be installed with dimensions of height & width of storefront or window area
 - d. A letter of approval from the property owner/lessor or a signature from the property owner/lessor on the attached application.
2. The City Planner will review the Sign Permit Application. City staff will notify the applicant when the Sign Permit has been approved and is ready to be picked up at the City of Crestwood Government Center or if revisions must be made to meet the City Code requirements.
3. Following permit approval, the applicant will be notified of Inspection requirements. The Sign Permit and any inspection records must be prominently displayed at the work site during sign installation.

Temporary Signs can not be posted for more than thirty (30) days.

All questions may be directed to the City Planner Danny Jendusa at 314-729-4781 or djendusa@cityofcrestwood.org.



DEPARTMENT OF PUBIC WORKS

One Detjen Dr | Crestwood, MO 63126 | 314-729-4720

Sign Permit Application

Check One: Permanent Sign:_____ Temporary Sign (less than 30 days):_____ Application Date:_____

For Application Fees, See Fee Schedule

ADDRESS OF SIGN: _____

Business Name: _____

Business Owner Name: _____

Business Owner Contact Address: _____

City: _____ State: _____ Zip code: _____

Phone Number: _____ Email Address: _____

Business Owner Signature: _____ Date: _____

Sign Contractor: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone Number: _____ Email Address: _____

Description: _____

The property owner hereby agrees to permit the City of Crestwood, through its agents, to enter on said real property for the purpose of removing said sign(s) as provided under the provisions of the Sign Ordinance of the City of Crestwood and waive and hold the City of Crestwood harmless from any damage to said real property and structure thereon occasioned by said removal.

Property Owner Signature: _____ Date: _____

Property Owner Name (if different from Business Owner): _____

Property Owner Contact Address: _____

City: _____ State: _____ Zip code: _____

Phone Number: _____ Email Address: _____

Sign Information

Sign Type: Wall_____ Projecting_____ Ground_____ Window_____ Pole_____ Billboard_____ Other_____

Sign Display Dimensions: Display Height _____ Display Width _____ Display Depth _____

Sign Height Above Grade (including support structure _____ Illuminated: Yes _____ No _____

Sign Materials (including support structure) _____

Office Use Only

Permit #: _____ Approved by: _____

Title: _____ Date: _____

Note: A Contractor's Business License is required for all contractors that do not have a CRESTWOOD BUSINESS LICENSE.

Payment Section
Date Paid _____ Payment Amount _____
Payment: Cash _____ Check _____ Receipt # _____
Received By _____
Contractor's Business License _____