

# Department of Development Services

## SIGN PERMIT



61 N. Green Street | Brownsburg, IN 46112

Phone 317-852-1128 | Fax 317-852-1134

[www.brownsburg.org](http://www.brownsburg.org)

**Items that MUST be included with this application:**

### Required Submittals

- Completed Application (signed by the Applicant)
- Affidavit and Consent of Property Owner
- Statement of Financial Responsibility (signed by the Owner)
- Drawing or picture of sign with dimensions.
- Elevation/drawing showing location of proposed building sign.
- Site plan with all right-of-way, sidewalks, drainage swales, drives, buildings and signs.
- Electronic Copies of all submittal items.

### Unified Development Ordinance (UDO) & Building Code Links:

Unified  
Development  
Ordinance (UDO)



Scan me

[http://bit.ly/  
UDO-2015](http://bit.ly/UDO-2015)

General Sign  
Development  
Standards



Scan me

[http://bit.ly/  
GenSignStds](http://bit.ly/GenSignStds)

Zoning District Sign  
Development  
Standards



Scan me

[http://bit.ly/  
SignStdsAllDistricts](http://bit.ly/SignStdsAllDistricts)

2003 International  
Residential Code (IRC)



Scan me

[http://bit.ly/  
IRC-2003](http://bit.ly/IRC-2003)

2012 International  
Building Code (IBC)



Scan me

[http://bit.ly/  
IBC-2012](http://bit.ly/IBC-2012)

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PROJECT NAME:	RECEIVED STAMP
PERMIT #:	
RECEIPT #:	

### COMPLETE THE FOLLOWING:

<b>Applicant:</b>	Company:		
	Contact:	Email:	
	Address:	City, State	Zip code:
	Phone #:	Cell #:	Fax #:

Check if the Applicant is the Property Owner.

<b>Property Owner:</b>	Company:		
	Contact:	Email:	
	Address:	City, State	Zip code:
	Phone #:	Cell #:	Fax #:

Check if the Applicant is the Project Contact.

<b>Project Contact:</b>	Company:		
	Contact:	Email:	
	Address:	City, State	Zip code:
	Phone #:	Cell #:	Fax #:

<b>Location &amp; Project Info:</b>	Parcel #:	Estimated Cost:
	Site Address:	Suite #:
Subdivision:	Lot #:	Township:

Zoning District:		Tenancy:		Number of Tenants: _____	
Street Classification:		Distance to the Right-of-Way: _____ LF		Building Façade: _____ SF	
<b>Sign Data:</b>	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Gateway Sign	
	<input type="checkbox"/> Display Board Sign	<input type="checkbox"/> Drive-Up Window Sign	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Projecting Sign	
<b>Dimensions:</b>	Length: _____ in.		Height: _____ in.		Ht. Above Ground: _____ in.
Tenant Space Frontage _____ LF		Changeable Copy Area: _____ SF		Double Sided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Spandrel Height _____ in.		Sign Area: _____ SF		Projection from Building: _____ in.	
<b>Lighting:</b>	<input type="checkbox"/> Incandescent	<input type="checkbox"/> LED	<input type="checkbox"/> Fluorescent	<input type="checkbox"/> Other _____	
	<input type="checkbox"/> Internal		<input type="checkbox"/> External		<input type="checkbox"/> None
<b>Existing Signs:</b>	<input type="checkbox"/> Wall Sign	<input type="checkbox"/> Ground Sign	<input type="checkbox"/> Pole Sign	<input type="checkbox"/> Gateway Sign	
	<input type="checkbox"/> Display Board Sign	<input type="checkbox"/> Drive-Up Window Menu Sign	<input type="checkbox"/> Awning Sign	<input type="checkbox"/> Projecting Sign	
<b>Project Description:</b>					
<b>Office Use Only</b>					
<b>Zoning Check</b>					
Maximum Quantity: _____		Maximum Sign Height: _____			
Sign's Setback from ROW: _____		Changeable Copy Ratio: _____			
Maximum Sign Area—Front Façade: _____		Maximum Projection from Building: _____			
Maximum Sign Area—Side/Rear Façade: _____		Street Classification: _____			
Zoning Review By: _____		Date: _____			
Approved By: _____		Date: _____			
<b>Inspections</b> <input type="checkbox"/> Compliance <input type="checkbox"/> Final <input type="checkbox"/> Sign; Electrical <input type="checkbox"/> Sign; Footing <input type="checkbox"/> Sign; Foundation <input type="checkbox"/> Sign; Other <input type="checkbox"/> Sign; Structural					

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### Application Notarization:

I affirm, under oath, and under penalties of perjury (I.C. 35-44-2-1), that I have the authority to make the above application, and that all of the information provided herein is shown completely and accurately on the attached plot plan or site plan(s), construction plans, specifications, and any other documentation submitted with this application.

I furthermore acknowledge and affirm that any construction, reconstruction, enlargement, relocation or alteration of a Class 1 Structure (675 IAC 12) requested by this application will comply with, and conform to, all applicable laws, ordinances and regulations of the State of Indiana and Town of Brownsburg, and all amendments thereto.

The sign(s) approved by the Town of Brownsburg under this application, will be installed according to the specifications and standards set forth by the manufacturer, and the Underwriters Laboratory ("UL").

I furthermore certify that all changes, modifications, revisions and alterations to the plans will be submitted to the Department of Development Services for approval, prior to the change in work being initiated; and that the structure will not be used or occupied until a Certificate of Occupancy has been issued by the Department of Development Services.

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

\_\_\_\_\_  
Printed Name

STATE OF \_\_\_\_\_ )

) SS:

COUNTY OF \_\_\_\_\_ )

BEFORE ME, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, who acknowledged the execution of the above and foregoing instrument to its voluntary act and deed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commission Expiration Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
County of Residence

\_\_\_\_\_  
Printed Name



# Department of Development Services

## STATEMENT OF FINANCIAL RESPONSIBILITY WITHIN THE PUBLIC RIGHT-OF-WAY

### SIGN PERMIT

That I/we \_\_\_\_\_ after first being duly sworn, depose and say:

That I am/we are the owner(s) (the "Owner") of the Real Estate (the "Property") located at:

\_\_\_\_\_, Brownsburg, IN 46112.

Parcel Number(s): \_\_\_\_\_

That I/we understand the following:

1. As the Owner, I/we shall be responsible for repairs or reconstruction for damage, expenses and liabilities to the public right-of-way and/or public infrastructure (e.g. sidewalks, curb and gutter, roads, storm, water and sanitary infrastructure) which arises out of or is resulting directly or indirectly from Owner's (and/or any of Owner's employees, agents, contractors, invitees, licensees, officers, owners, directors, assigns or affiliates) activities associated with this permit, including but not limited to driving or allowing heavy vehicles on the sidewalk. Owner shall be responsible for the repair and/or reconstruction of such damage, expense and liability to the satisfaction of the Town of Brownsburg (the "Town") and paying the costs thereof.
2. In the event that the Owner causes damage to the public right-of-way and/or public infrastructure and fails to comply with the requirements set forth herein, the Town may, at its discretion, take action to correct the condition and recover the costs of doing so using the following procedures:
  - A. Written notice shall be given by the Town to the Owner describing the property involved and the condition to be remedied, requiring the Owner within a reasonable time but not less than fourteen days to take such action as may be necessary or as may be specified to correct the condition, and advising that failure to do so will result in further actions and legal procedures by the Town to require immediate correction of the condition.
  - B. If the condition described in the notice is not corrected within the time limit set by the notice, the Town may take appropriate actions, including but not limited to, whatever actions at law or in equity are necessary or appropriate to correct the condition.
  - C. If the Town takes any corrective action described above, all costs of such action shall be charged to the Owner. Costs shall include but not be limited to labor and material for performance of the work and any repair, administrative and supervisory time, attorneys' fees and costs, and disposal fees. Owner will cooperate with the payment of all fees within 7 days upon receipt of billing from the Town. If costs are not paid by Owner in full within 7 days of receipt of billing from the Town, then the Town will add a penalty of one percent per month to the outstanding balance until the outstanding balance is fully paid by the Owner.

STATE OF \_\_\_\_\_ )

)

SS:

COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Print Name

BEFORE ME, the undersigned, a Notary Public in and for said County and State, personally appeared \_\_\_\_\_, who acknowledged the execution of the above and foregoing instrument to its voluntary act and deed on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Commission Expiration Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
County of Residence

\_\_\_\_\_  
Printed Name