



City of Syracuse
495 Midland St / PO Box F
Syracuse, NE 6844

Building Inspector
Phone: (402)269-2173
Fax: (402)269-2499

Application for Sign Permit

Date: _____ Fee: _____ Permit No: _____

Applicant is to print or type and to complete all information requested. Applicant is to return application to City Hall, 495 Midland Street, Syracuse, NE. Contractor or owner is to notify the Superintendent of Public Works prior to starting of project. Applicant shall pay permit fee with application at the time request for Permit is made.

Contractor or owner shall not start any project until the Building Inspector has approved Permit and the Permit is picked up and displayed on site. Applicant is to allow seven (7) days for the processing of the Permit.

The permit shall be void if construction work has not started within six (6) months from the date the permit is issued. It will also become void if any alterations or change in plans are made without the approval of the Building Inspector.

This application is not acceptable unless all required information is furnished. Note: Most signs also require issuance of a conditional use permit.

Permanent Sign: Construct: _____ Alter: _____ Paint: _____
Relocate: _____ Face Change: _____ Enlarge: _____

Sign for Business Name: _____

Said Sign is a: Real Estate: _____ Announcement: _____ Wall: _____
Name Plate: _____ Billboard: _____ Ground: _____
Pole: _____ Temporary: _____ Destination: _____
Projecting: _____ Other (Please specify): _____

Sign Description: Size of Sign: W _____ H _____ Total Area: _____

Location: North Wall: _____ South Wall: _____ East Wall: _____ West Wall: _____

Is Sign Illuminated? Yes: _____ No: _____ Zoning District: _____

Legal Description: _____

Contractor: _____ Address: _____

Phone: _____ Cell: _____ Email: _____

Scaled drawings and/or photographs and location on lot furnished with application.

Estimated Start Date: _____ Estimated Completion Date: _____

Name of Owner: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Signature of Applicant: _____

Approval Date: _____ Disapproval Date: _____

Signature of Inspector: _____ Date: _____

Signature of Zoning Administrator: _____ Date: _____

Signature of City Staff: _____ Date: _____

Re-Inspections: The fee for each re-inspection when such portion of the work for which the inspection is called is not complete or when corrections have not been made: \$15.00

Footing and site location inspections required for all billboard, ground, and pole signs.

Most signs require a conditional use permit.