



**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: \_\_\_\_\_

Print or type and complete all information requested and return application to City Hall, 495 Midland Street, Syracuse, NE. Contractor or owner shall notify the Superintendent of Public Works prior to starting the project. Applicant shall pay sign permit fee with application at the time the request for Permit is made. If a Conditional Use Permit is required for the sign, the Sign Permit fee will be waived.

Contractor or owner shall not start any project until the Building Inspector has approved the Permit and the Permit is picked up and displayed on site. City shall use its best effort to process the application within seven (7) days.

The permit shall be void if construction work has not started within six (6) months from the date the permit is issued. It shall also become void if any alterations or change in plans are made without the written 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: \_\_\_\_\_ Estimated Cost: \_\_\_\_\_

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: \_\_\_\_\_ If illuminated, is sign listed and labeled? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If sign is illuminated, a State electrical permit is required.

Legal Description: \_\_\_\_\_

Contractor: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Zoning District: \_\_\_\_\_

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.\*

Adopted: December 14, 2016 Resolution: 16-32  
 Amended: February 8, 2023 Resolution: 23-05