

**Building & Code  
Enforcement**

[www.junctioncity-ks.gov](http://www.junctioncity-ks.gov)



PO Box 287  
700 N Jefferson  
Junction City, KS 66441  
785-210-2951

**Sign Permit Application**

You can apply online at [https://public.mygov.us/junction\\_city\\_ks](https://public.mygov.us/junction_city_ks).

Job Address: \_\_\_\_\_

Start Date: \_\_\_\_\_

<b>Property Owner</b>	Business Name:	Phone Number:
Contact Name:	Address:	
Email Address:	City/State/Zip:	

<b>Sign Contractor</b>	Company Name	Phone Number:
Individual Name:	Address:	
Email Address:	City/State/Zip	Signature (If being filled out by Contractor)

	Contractor Name	Contractor Phone #
Electrical		

<u>Qty</u>	<u>Sign Type</u>	<u>Length (ft)</u>	<u>Width (ft)</u>	<u>Total Area</u>	<u>Material</u>	<u>Lighted?</u>	<u>Double Faced?</u>

**Current Adopted Codes:**

- \* 2012 International Building Code
- \* 2012 International Residential Code
- \* 2011 National Electrical Code
- \* Chapter 650: - Sign Regulations (City Code)

**Required Submittals:**

- \* Sufficient drawings of the permit location to include existing buildings with dimensions and proposed work.
  - \* Sufficient drawings, prepared and signed by a registered Kansas design professional, including a site survey and site plan, drawn to scale.
- 1. Permits are not approved until you have them in your possession.
- 2. Zoning Requirements:
  - \* Setback in accordance with City Ordinance Section 405
  - \* No obstruction in easement or right-of-way

**\*\* Continue reading for important information, don't forget to sign at the bottom of the application! \*\***

3. Required Inspections:

- \* Footing
- \* Rough Electrical
- \* Final Electrical
- \* Final Sign

Each sign shall be permanently marked, painted or stamped, by the sign hanger, in the lower right-hand corner, in letters not less than one (1) inch in height with:

1. The date of erection or placement;
2. The permit number; and
3. The voltage of any electrical current, if applicable.

This permit application must be completed in its entirety with all required attachments and must be signed by the applicant or it is considered null and void.

This form is made in accordance with the provision of the code requiring such permit and the proposed construction or work will be done in accordance with the terms of said code.

I, as applicant, agree to conform to all applicable codes and ordinances of the City of Junction City, Kansas. I certify that the facts and information in this application, including any attachments, are true, complete and accurate to the best of my knowledge. I further certify that this application does not contain any fraudulent, misrepresented or false statements.

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Signature

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Print Name

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Date