

# Sign Permit Application



Campbell County Planning, Zoning and Building Inspection  
1098 Monmouth Street, Suite 343  
Newport, Kentucky 41071

Phone: (859) 292-3880

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Email: pzadmin@campbellcountky.gov

www.campbellcountky.gov

1. Project Located In:  
☐ Unincorporated Campbell County  
☐ Alexandria  
☐ Bellevue  
☐ Cold Spring  
☐ Crestview  
☐ Dayton  
☐ Highland Heights  
☐ Melbourne  
☐ Silver Grove  
☐ Southgate  
☐ Woodlawn
2. Project Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Project (Business) Name: \_\_\_\_\_
3. PIDN: 999-99-\_\_\_\_ - \_\_\_\_\_.\_\_\_\_ Zone: \_\_\_\_\_
4. Applicant: ☐ Business or Property Owner ☐ Contractor  
Business or Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
  
Contractor: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Occupational Tax License: \_\_\_\_\_  

County issued number

City issued number if Dayton, Bellevue, Silver Grove
5. Number of signs: \_\_\_\_\_
6. Sign Types: *(check all that apply)*  
☐ New Sign ☐ Replacement Sign  
☐ Flat or Window  
☐ Projecting from Building  
☐ Individual Letters  
☐ Logo  
☐ Free-Standing  
☐ Ground or Monument  
Height at top: \_\_\_\_\_ FT.  
☐ Pole  
Height at top: \_\_\_\_\_ FT.
7. Lighting: ☐ Internal ☐ External ☐ None  
Hours of Illumination: ☐ 24 hours ☐ From \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

8. Variable Message:

Size of Variable Message Portion: \_\_\_\_\_ Square FT.

☐ Electronic ☐ Manual ☐ None

☐ Monochrome ☐ Multi-Color

Anticipated Frequency of Message Change: \_\_\_\_\_

9. Size of each sign: ☐ Single Sided ☐ Double Sided

Depth: \_\_\_\_\_ FT. Length: \_\_\_\_\_ FT. Height: \_\_\_\_\_ FT.

☐ Single Sided ☐ Double Sided

Depth: \_\_\_\_\_ FT. Length: \_\_\_\_\_ FT. Height: \_\_\_\_\_ FT.

☐ Single Sided ☐ Double Sided

Depth: \_\_\_\_\_ FT. Length: \_\_\_\_\_ FT. Height: \_\_\_\_\_ FT.

10. Estimated cost of project: \$ \_\_\_\_\_

11. ACKNOWLEDGEMENT:

I hereby certify that I am requesting this review on behalf of all owners of this property. All fees are due at the time of application and are not refundable, regardless of the decision of the Building Inspections, Planning Commission, Board of Adjustment and/or their authorized agent.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Attachments: *Digital submittals accepted at pzadmin@campbellcountyky.gov***

☐ 1 digital of Sign Plans

☐ 1 digital copy of Site Plan

☐ 1 digital list of Subcontractors (names and addresses)

If applicable:

☐ Building permit application

☐ Electrical permit application