

Sign Permit Information



The City of Knoxville requires a sign permit whenever a new sign or sign structure is located, erected, moved, reconstructed, extended, enlarged, converted or structurally altered within the corporate limits of the City of Knoxville.

When a property owner, person representing a property owner, or a building tenant applies for a sign permit, he/she must include the following:

1. The name, address and telephone number of the applicant.
2. The name and address of the owner or owners of the premises upon which the sign is to be attached or erected. If the applicants are not the property owners, written proof of consent from the property owner upon which the sign(s) are to be erected and maintained shall also be required.
3. The street address and/or tax parcel number of the land upon which the sign is to be attached or erected.
4. A legible scaled drawing with description and dimensions (height, colors, shape, etc.) of the sign(s) to be erected or maintained under that permit and the sign's proposed location on the building or site, preferably on a site plan rendering.
5. The basic materials to be used in the construction of the sign.
6. A description of all electrical equipment if the sign is to be lighted or illuminated.
7. Proof of payment of the appropriate sign permit fee, when required.
8. Any other item of information that may be reasonably required by the Planning & Zoning Administrator for the purpose of application evaluation.

Additional information can be found at www.knoxvilleia.gov. Please submit permit applications to Knoxville City Hall, 305 S. Third Street, Knoxville, Iowa 50138 or by email at bmettee@knoxvilleia.gov

City of Knoxville Sign Permit Application



Address of Property: _____

Zoning Designation: _____

Property Owner: _____

Phone _____

E-mail _____

Address _____

City _____ State _____ Zip Code _____

Contractor: _____

Address _____

City _____

Contact Name (Print): _____

Cell: _____

Office Phone: _____ Fax _____

E-mail _____

I, _____, in making application with the Building Official of the City of Knoxville, Iowa, for a Sign Permit, shall comply with the requirements of the City of Knoxville and its adopted Building Code and all other code requirements, and pay the required fee(s). I also understand that my signature acknowledges my responsibility for this project until final approval by the City.

Signature: _____ Date: _____

CITY OF KNOXVILLE OFFICE USE ONLY:

Sign Permit Number: _____

Date Permit Received/Scanned: _____

Permit Fee Paid (\$30.00): _____

Permit: Approved Denied

Building Official: _____ Date: _____

Est. Completion Date: _____