BOONE COUNTY BUILDING DEPARTMENT

REQUIREMENTS FOR SIGN PERMITS

All signage over 8 square feet will require a building permit.

The following items shall be submitted at the time of application:

1. Building Permit Application

2. Plan Review and Inspection Fee:
   Signage 32 square feet or more - Minimum fee of $150.00
   Signage under 32 square feet - Based on cost of construction

   ****Multiple signs can be listed on one permit application, but a separate fee will be calculated for each sign*

3. POLE AND MONUMENT SIGNS
   Plans for pole or monument signs over 12 ft. in height are required to be stamped and sealed by a professional engineer registered in the Commonwealth of Kentucky. Drawings shall include a footer detail for the sign and an approval from a listed or county recognized testing agency if the sign is illuminated signage.

4. BUILDING MOUNTED SIGNS
   Two (2) sets of detailed drawings and plans including an approval from a listed or county recognized testing agency for illuminated signage. Drawings shall also include method of anchorage for building mounted signage.

4. Zoning approval from the Boone County Planning Commission (334-2196).

5. Applicant shall furnish the name of the electrician performing electrical work on illuminated signage. Electrician shall be certified in the State of Kentucky and possess a current Boone County Electrical Permit.

REQUIRED INSPECTIONS

1. Electrical inspection shall be performed on illuminated signage by the following state electricial inspector:
   Steve Helmer 746-9111

2. A footer inspection shall be performed for all free standing pole and monument signs by this office prior to placement of concrete. Please contact 334-2218, giving twenty-four hours advanced notice.

3. A final inspection shall be performed by this office on all signage after installation is complete and after an electric inspection has been performed (where appropriate). Please contact 334-2218 for your final inspection.