



# SIGN PERMIT APPLICATION

4200 Mills Civic Parkway, Suite 1D  
PO Box 320, West Des Moines, IA 50265-0320  
Ph. (515) 222-3620

[signpermits@wdm.iowa.gov](mailto:signpermits@wdm.iowa.gov)

Fee & Form Effective **7-1-22 thru 6-30-23**

\*These dates are only for the form and fees, duration of actual permit is determined by City Code

For Office Use Only

Permit # \_\_\_\_\_

Permit Fee \_\_\_\_\_

Receipt # \_\_\_\_\_

Issued: \_\_\_\_\_ By: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tenant or Project Name: \_\_\_\_\_

Sign Wording: \_\_\_\_\_

Installer's Name: \_\_\_\_\_

Installer's Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Installer's E-Mail Address: \_\_\_\_\_

Landlord/Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Landlord/Owner's E-Mail Address: \_\_\_\_\_

*All applications need to be submitted with an illustrated drawing of the proposed sign, with dimensions and a map of the site (ground signs) or the building elevation (wall signs) showing where the sign will be installed. Additional information may be required by the city to clarify what is being requested.*

Size of Sign: \_\_\_\_\_ Total SF of Sign: \_\_\_\_\_ Valuation of Sign: \$ \_\_\_\_\_

Please mark all Sign Types that apply:

### Ground Signs:

Monument sign  Landscape sign  Interstate sign  Other \_\_\_\_\_

### Wall Signs:

Awning or canopy sign  Façade wall sign  Projecting/Blade sign  
 Other \_\_\_\_\_

### Temporary Signs:

Long Term Sign ( New  Renewal – (renewal required if extended beyond the end of the year)  
Construction material: \_\_\_\_\_

Landlord's signature: \_\_\_\_\_

Active Development/Project Sign  
Name of Project: \_\_\_\_\_

Short Term sign: Dates sign(s) will be in place: \_\_\_\_\_

Illumination method:  Not illuminated/Not applicable

Indirect Illumination:  External Light Source  Reverse Channel Letters (Halo lit)  
Internal Illumination:  Channel Letters  Routed with push through graphics  
 Contoured Panel Sign  Panel/Cabinet Sign  
 Exposed Neon  Exposed LED  
 Light banding, Accent band, Outlining, Festoon lighting, or other

The Applicant \_\_\_\_\_ agrees to make all installations in accordance with the Sign Ordinance of the City of West Des Moines, IA and further agrees to protect and save the City harmless from any claim that may arise from installation and/or maintenance of the above sign or advertising fixture. Any sign installed without approval will be subject to a double permit fee.

\_\_\_\_\_  
Authorized Representative Title Date

**FEE SCHEDULE – SIGN PERMIT**

**(Effective 7-1-2022 through 6-30-2023)**

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**SIGN PERMIT FEES**

**PERMANENT AND LONG TERM TEMPORARY SIGN PERMITS (Real estate, construction, etc.)**

Base fee \$106.00 plus \$.82 per square foot of sign

**SHORT TERM TEMPORARY SIGNS**

Four-day event signs - \$33.00 per event – maximum of four times per year

**SIGN ERECTOR’S LICENSE**

Two year license renewed prorated semi-annually from end of odd number year

Fee \$136.00

**SIGN ERECTOR’S BOND AMOUNT**

\$5000.00 per Erector’s License

**SIGN VARIANCE**

\$200.00 per request

See Sign Code for findings that must be made for a variance