



CITY OF COVINGTON  
 638 MADISON AVENUE  
 PH: 859-292-2135  
 FAX: 859-292-2339

**SIGN APPLICATION**

**Submittal Requirements:**

1. Each application must be accompanied by a *set of plans* to scale, depicting the area of the sign; the size, character and color of letters and design proposed; the method of illumination; the exact location including a site plan.
2. Suspended or projecting signs and monument signs require *building permits* including: the method of fastening such sign to its supporting structure prepared by a licensed KY Engineer; or in the case of a freestanding or monument sign, a sign and foundation design prepared by a licensed KY Engineer.
3. Applications must be submitted in person, or by post-marked mail.

**Applicant (s) Name (please print):** \_\_\_\_\_

Name of Business: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address: \_\_\_\_\_ Parcel PIDN No.: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Sign Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor Address: \_\_\_\_\_ Occupational License Permit # \_\_\_\_\_

**Please Answer the Following Questions:**

**Type of Sign:** Wall \_\_\_ Marquee \_\_\_ Monument \_\_\_ Awning \_\_\_ Canopy \_\_\_ Projecting \_\_\_ Window \_\_\_ Temp. \_\_\_

**Sign Area:** \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ sq. ft. **Street Frontage:** \_\_\_\_\_ **Building Width (Sign Side)** \_\_\_\_\_

**Setback from Right-of-Way:** \_\_\_\_\_ **Maximum Height** \_\_\_\_\_

**Illuminated** \_\_\_\_\_ **Changeable Copy/LED** \_\_\_\_\_

**Zoning District:** \_\_\_\_\_ **Overlay:** \_\_\_\_\_ **COA approved** \_\_\_\_\_

**Zoning Permit Fee: \$107.00** (Cash, Check to the City of Covington, Debit, or Credit paid at Finance), required before the Zoning Permit will be reviewed and authorized. By mail, only a Check to the City of Covington will be accepted.

**COA May Be Required:** A Certificate of Appropriateness is required if located within a Historic Preservation Overlay.

No work shall be started until proper permits have been issued. Fees are non-refundable. All actions taken in connection with this application are based on the representations by the applicant that the submitted information and attachments are correct and accurate and the burden of proof of its correctness and accuracy is the responsibility of the applicant. The applicant is responsible for meeting all requirements of the National Electric Code and/or the Kentucky Building Code and/or the Covington Zoning Code and/or the Covington Historic Design Guidelines.

\_\_\_\_\_  
**Owner or Authorized Agent (Signature/Title)**

\_\_\_\_\_  
**Date Submitted**