

1512 7TH Street
P.O. Box 5127
Coralville, IA 52241



Building Department
Phone: 319-248-1720
Fax: 319-248-1894

SIGN PERMIT APPLICATION

Send Sign Application to: submittals@coralville.org Date: _____

Address of Sign: _____ Suite #: _____ Property Owner: _____

Property Owner Address: _____ City: _____ State: _____ Zip: _____

Applicant: _____ Phone: _____ Email: _____

Sign Company: _____ Phone: _____ Email: _____

BUILDING SIGNAGE

Total allowed signage on a building wall = 15% of wall area. No single building sign shall exceed 400 square feet.

T Y P E	New Replacement	S I G N	Height _____	W A L L	Height _____			
	Facia Wall		Width _____		Width _____		Existing _____ sq ft.	
	Awning Window		<i>Total Area of Sign</i>		Total Area _____		Proposed _____ sq ft.	
	Other _____		<input style="width: 100%;" type="text"/>		<i>15% of Total Wall Area</i>		Allowed _____ sq ft.	
			<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		Remaining _____ sq ft.	

Each commercial and industrial property is allowed 2 square feet of sign area of every 1 foot of street frontage abutting a yard. A separate ground sign is allowed for a secondary street with frontage calculated at 1 square foot for each foot of frontage. Area cannot be transferred from one frontage to another. Maximum sign face of 100 square feet is allowed for Convenience Commercial District. Maximum sign face of 220 square feet is allowed for Commercial and Industrial Districts. Maximum height is 25 feet in all districts.

GROUND SIGNAGE

T Y P E	New Replacement	S I G N	Height _____	F R O N T A G E	Primary Frontage _____ ft. <i>Allowed Area of Sign (frontage x 2)</i>			
	Monument		Width _____		<input style="width: 100%;" type="text"/>		Height: _____ <i>from ground to top of sign face</i>	
	Directional		<i>Total Area of Sign</i>		Secondary Frontage _____ ft. <i>Allowed Area of Sign (frontage x 1)</i>		Proposed _____ sq ft.	
	Drive-Thru		<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>		Allowed _____ sq ft.	
	Free Standing Development Sign*		<input style="width: 100%;" type="text"/>					

* Requires Board of Adjustment review

SPECIAL SIGNS

Temporary Banner must be secured to building. Banner permit is good for 30 days and may be issued 3 times per calendar year for a total of 90 days.

T Y P E	Temporary Banner	S I G N	Height _____		COMMENTS
	Real Estate Sign		Width _____		
	<input type="checkbox"/> 1 st issue date _____ <input type="checkbox"/> 2 nd issue date _____ <input type="checkbox"/> 3 rd issue date _____				

REQUIRED

SIGNATURE

Location & Dimensions of all existing signage
Location & Dimensions of all proposed signage
Site plan showing street frontage / wall area
Color elevated drawings of all proposed signage
Sign materials clearly labeled

Applicant _____

Date _____

Community Development Director _____

Date _____