

Permanent Sign Permit



Definition

- A **monument sign** is any ground sign which is mounted in or on a monument that does not have any exposed pole or pylon which includes the name of the development, business or businesses located on the premises.
- A **multiple tenant monument sign** is a sign intended to provide identification to a multiple tenant commercial development of more than 25,000 square feet of gross building area in which more than three tenants occupy individual space within the building and which is under single ownership, management and control.
- A **fascia/wall sign** is a single-faced building or wall sign directly attached to and parallel to its supporting wall.




Permits

- A permit is required by the City of Waukee before the erection, construction, alteration, placing or locating of any sign.
- The price of a sign permit is \$15 base plus \$0.25 per square foot of permanent signs.

Process

- Obtain and fill out a general permit application from the Community Development Department located at Waukee City Hall or online at **www.Waukee.org/BuildingPermits**.
- Submit a completed application with a copy of plans and specifications including details of size, location and proposed materials. Applications may be emailed directly to **kpurvis@Waukee.org**.
- After the application and all required information have been submitted, staff members have up to 12 business days to review the application. You will be notified by telephone or email of approval and any fees.
- Once the permit has been approved and paid for, you may begin your project.

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Sign Area Allowed

Monument and Multiple Tenant Monument Signs:

- The maximum sign area of a monument sign shall not exceed 60 square feet.
- The maximum sign area of a multiple tenant monument sign shall not exceed 100 square feet.



Fascia/Wall Signs:

- One square foot of sign area may be erected for every lineal foot of a building frontage that has a setback of 250 feet or less from the lot line.
- One and a half square feet of sign area may be erected for every lineal foot of building frontage that has a setback between 250 and 500 feet.
- Two square feet of sign may be erected per lineal foot of building frontage that has a setback of greater than 500 feet.

Number of Signs Allowed

- Either one freestanding monument/multiple tenant monument sign OR one sign for each three hundred (300) feet of street frontage shall be permitted for each lot, whichever is greater. A minimum of 200 feet shall separate each permitted monument/multiple tenant monument sign.
- Businesses that have more than one street of frontage shall be permitted the use of a second monument sign. Developments that have frontage on more than one street shall be permitted the use of a second multiple tenant monument sign.
- In no case shall more than two monument signs be permitted for each lot.
- A maximum of two fascia/wall signs will be allowed per business with a maximum of one sign per wall.

Sign Construction for Monument/Multiple Tenant Monument Signs

- The maximum height shall be 15 feet and the maximum width of the sign shall be 12 feet.
- The minimum setback requirement for monument signs shall be 15 feet. All signs shall have a side setback not less than the height of the sign.
- All sign bases shall be designed and constructed of materials that are similar to those used on the principal building and subject to Section 305.8 of the city code.

Waukee Community Development Department

204 W. Hickman Road • Waukee, IA 50263 • 515-978-9533 • www.Waukee.org/BuildingPermits