

Code Enforcement Division  
100 Fifth Street  
Henderson, KY 42420  
Phone: (270) 831-1277 Fax: (270)  
831-1271 Email:  
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**CITY OF HENDERSON**  
**PERMIT APPLICATION**  
**Billboard**



**PERMIT REQUIREMENTS**

**SITE PLAN WITH SURVEYOR CERTIFICATION SHOWING:**

- A) Exact location of sign from property lines
- B) Distance to nearest billboard on each side of street
- C) Accurate boundaries of lot
- D) Location of buildings, parking lots, driveways and landscaped areas
- E) Engineering structural plans including elevation and plan views showing heights above grade level, dimensions, spacing between faces, and degree of agree for V-type signs.

Legal description of boundary of property where billboard is to be located

Consent of owner of site for billboard placement

**NOTE:** The outline of the pole and extreme limits of the billboard must be clearly indicated on the site at the time of application, prior to inspection of the site.

**CONTRACTOR REQUIREMENTS – Henderson Contractor Registration Number** \_\_\_\_\_

**Henderson Occupational License Number** \_\_\_\_\_ **Workman's Comp** \_\_\_\_\_ **Affidavit** \_\_\_\_\_

**I. Building Location**

Address \_\_\_\_\_ - OR- Parcel ID # \_\_\_\_\_

**II. Contact Information**

Applicant \_\_\_\_\_

Billboard Lessee **Name** \_\_\_\_\_ **Email** \_\_\_\_\_

Address \_\_\_\_\_ **Phone #** \_\_\_\_\_

Building Owner \_\_\_\_\_

(If different than  
Applicant) **Name** \_\_\_\_\_ **Email** \_\_\_\_\_

Address \_\_\_\_\_ **Phone #** \_\_\_\_\_

General Contractor \_\_\_\_\_

**Name** \_\_\_\_\_ **Email** \_\_\_\_\_

Address \_\_\_\_\_ **Phone #** \_\_\_\_\_

**III. Project Description**

Number of faces: \_\_\_\_\_ **Est. Cost of Construction \$** \_\_\_\_\_

Square footage each face: \_\_\_\_\_

Total square feet: \_\_\_\_\_

**VI. Affirmation Statement**

The owner of this building and undersigned do hereby covenant and agree to comply with all the applicable regulations pertaining to building, zoning and to construct the proposed building or structure to make the proposed change or alteration in accordance with the plans and specifications submitted herewith and certify that the information and statements given on this application, drawings and specifications are, to the best of my knowledge, true and correct, and that the proposed change or alteration will not alter the existing drainage patterns.

Application by \_\_\_\_\_

Date \_\_\_\_\_

*Owner or Agent's Signature*

<b>For Office Use</b>	Admin Hold _____	Utility Notice _____
Zone: _____	PID#: _____	Flood Plain: <input type="checkbox"/> Yes <input type="checkbox"/> No
Permit Type: _____	Variance/CUP: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Permit #: _____	Fee: \$ _____	