



City of Odessa

Sign Permit Application

228 S Second St • PO Box 128 • Odessa, MO 64076
Phone: 816-230-5577 • cityofodessamo.com

PROJECT LOCATION INFORMATION

Project Address	Legal Description or Parcel ID		
Property Owner	Phone Number	Email	
Property Owner Mailing Address	City	State	ZIP Code
Applicant Name	Phone Number	Email	
Applicant Mailing Address	City	State	ZIP Code

CONTRACTOR INFORMATION – ATTACH ADDITIONAL CONTRACTORS IF NECESSARY

General Contractor	Contact Name	Phone Number	Email
General Contractor Mailing Address	City	State	ZIP Code
Electrical Contractor	Contact Name	Phone Number	Email

Business License # _____

PROPOSED SIGN TYPE

- Freestanding Sign** Each freestanding sign shall be located at least 75 feet from any other freestanding sign on the same side of the street. The distance may be reduced upon appeal and approval from the board of adjustment. The maximum height of the sign shall not exceed 22 feet, and the maximum sign area shall not exceed 70 square feet. Sign area and height may be increased upon appeal to and approval by the board of adjustment. Only one freestanding sign is permitted per lot.
- Projecting or Under-Canopy Sign** Projecting signs shall not project more than 5.5 feet beyond the face of the building and the bottom of the sign shall be a minimum of ten feet above the level of any sidewalk. Under-canopy signs shall be rigidly mounted, with a minimum of 8.5 feet of clearance between the base of any sign and the sidewalk.
- Entrance and Exit Sign** Entrance and exit signs may be located at driveways that provide access into or from a property. A maximum of two signs per driveway, have a length no greater than six feet and height no greater than 2.5 feet, is permitted.
- Residential Subdivision Monument** The height of residential subdivision monuments shall be not less than three feet and not more than six feet. The sign face of the monument shall be not greater than 12 square feet. The monument shall be located at least six feet from the nearest curb edge or property line.

- Commercial Monument** Commercial monuments shall have a height of not less than three feet and not more than 15 feet and a maximum sign face of 24 square feet. There shall be no more than one such monument per lot.
- Portable A-Frame Sign** The sign face area of portable A-frame signs shall not exceed 12 square feet per side.
- Wall Sign** Wall signs shall not extend more than 12 inches from the surface upon which they are mounted. The sign face area of wall signs shall not exceed 100 square feet.
- Address Sign** Address signs shall have Arabic numbers or alphabet letters and shall have a maximum height of four inches.

ADDITIONAL SIGN INFORMATION

Permanent Sign \$75

Temporary Sign \$25

Dimensions of Sign: _____

Illuminated

Materials Used: _____

Sign Text or Message: _____

Description of Electrical (if any): _____

DETAILED WRITTEN DESCRIPTION OF PROJECT

*****A SITE PLAN WITH LOCATION AND DIMENSIONS MUST BE INCLUDED WITH PERMIT SUBMITTAL*****

PERMIT APPLICANT I am the: Contractor Property Owner Agent

Signature of Applicant: _____ Date: _____

Permit Approved: _____ Date: _____
Building Official

OFFICE USE ONLY

PERMIT #

FEE



City of Odessa

Site Plan

Community Development
228 S Second St • PO Box 128 • Odessa, MO 64076
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APPLICANT:

SITE ADDRESS:

Please include all of the following:
property lines – setbacks – structures on your property and their dimensions – streets – alleys – sidewalks –
type of addition and height – post size – footing depth and width – easements