



## TOWN OF HEBRON ~ BUILDING DEPARTMENT

### SIGN PERMIT GUIDE

#### **Purpose and Intent**

The purpose of a Sign Permit is to encourage the effective use of signs as means of communications within the Town of Hebron; to maintain the Town's aesthetic environment by ensuring compatibility of signs with the area surrounding them; to encourage the use of signs appropriate to residential and commercial activities; to ensure the safety of vehicular and pedestrian traffic; to encourage development within the Town of Hebron.

#### **Permit Required**

A sign permit is required for all signs located, constructed, reconstructed, moved and/or altered unless otherwise stated in Town of Hebron Ordinance.

#### **Town of Hebron Building Code and Zoning Requirements**

1. Contractor and/or subcontractors must be registered with the Town of Hebron for current year
2. Legal description of property
3. Site Plan requirements: show all lot dimensions, easements on property, location of any structures on the property, location of the proposed sign and location of any existing permanent ground signs
4. **Know what's below. Call 811 before you dig.**

#### **Landscaping**

**All signs permanently mounted to the ground shall be landscaped as follows:**

1. The base of all permanent ground signs shall be effectively landscaped with living plant materials. Base landscaping shall be maintained in good health at all times. Landscaping materials shall not screen the sign message, but shall significantly soften the base.
2. The minimum landscaped area shall be equal to one-half the total sign face area and extend equally structural supports attach to the ground and any lighting mounted to the ground.
3. Exposed foundations shall be covered with finished material such as brick, stone, metal or wood.

#### **Building Department Inspections Required – Call (219)-996-4641**

1. Final inspection when project is 100% complete

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