

Commercial Sign Permit Checklist

What You Need Before You Apply

Zoning & Building Permits · City of Holstein, Iowa

\$50.00

Permit Fee — Due at Time of Application

Payment must be included with your application.
Permits will not be processed until the fee is received.

Use this checklist to make sure your sign permit application is complete before submitting it to City Hall. Incomplete applications will cause delays. All signs in the Commercial District (C) require a permit approved by the Zoning Administrator. Questions? Call us at (712) 368-4898.

APPLICANT INFORMATION

Applicant Name	Property Address
<input type="text"/>	<input type="text"/>
Business Name	Date Submitted
<input type="text"/>	<input type="text"/>

1. Application Basics

§165.37 · §165.45

- Completed and signed Building Permit application form**
Available at City Hall or on the City website
- Permit fee of \$50.00 included — check, cash, or money order payable to City of Holstein**
Permits are not processed until payment is received
- Property is located in a Commercial (C) or Industrial (M-1/M-2) district**
Temporary, illuminated, flashing, and portable signs are only permitted in these districts · §165.37
- Sign pertains only to a use or business conducted inside the building on the property**
Signs cannot advertise outside businesses · §165.37(4)(B)

2. Site Plan / Drawing

§165.18

- Site plan or drawing showing the sign's location on the property**
Must show distance from property lines and the building
- Drawing shows the sign's dimensions — height, width, and total square footage**
- Drawing shows how the sign attaches to the building, or how it is supported (for post signs)**

3. Size & Height Requirements — All Permanent Signs

§165.37(4)(B)

- Total area of ALL signs on the building does not exceed 2 square feet per lineal foot of building frontage**
Example: 30-foot wide storefront = maximum 60 sq. ft. of total signage · §165.37(4)(B)
- Sign does not project more than 6 feet over the building line**
§165.37(4)(B)
- Sign does not extend over the street right-of-way or back of curb**
§165.37(4)(B)
- Sign does not project more than 4 feet above the roofline**
§165.37(4)(B) & §165.37(3)(F)

4. Post / Freestanding Business Sign — Additional Requirements

§165.37(4)(C)

■ *Complete this section only if you are installing a freestanding or post-mounted sign.*

- This is the only post sign on the lot**
Only 1 post sign is allowed per lot · §165.37(4)(C)

Sign face does not exceed 40 square feet per side
§165.37(4)(C)

No more than 2 sides are used for advertising
§165.37(4)(C)

Bottom of sign surface is at least 12 feet above the sidewalk or ground
§165.37(4)(C)

Sign face is no taller than 12 feet and no wider than 7 feet
§165.37(4)(C)

Total height of the sign including the post does not exceed 24 feet
§165.37(4)(C)

No third party is paying to place advertising on this sign
Paid third-party advertising disqualifies a sign from being a permitted post sign · §165.37(4)(C)

5. Temporary, Illuminated, Flashing, or Portable Signs §165.37

■ *Complete this section only if your sign is temporary, illuminated, flashing, or portable.*

Sign Permit obtained from the City Administrator before the sign is installed
Required for all temporary, illuminated, flashing, or portable signs · §165.37

Sign will be displayed for no more than 72 hours
Permit is only valid for 72 hours · §165.37

At least 14 days have passed since your last temporary sign permit
The same person or business cannot renew within 14 days. The 14-day period starts on day 1 of the prior permit · §165.37

6. Location — Proximity to Residential Areas §165.37(4)(B) · §165.37(6)

If your lot adjoins a residential district: sign is attached flat against the building and does not face the adjacent residential property
§165.37(4)(B)

Sign does not face a residential lot within 100 feet
Unless it is a single-faced wall sign no more than 12 inches from the wall · §165.37(6)

Sign does not face a public park, school, church, or cemetery within 300 feet
Unless it is a single-faced wall sign no more than 12 inches from the wall · §165.37(6)

Sign does not block the view of streets, alleys, or driveways, and cannot be mistaken for a traffic signal
§165.37(6)

7. Existing Signs on the Property §165.37

All existing signs on the property are in good repair and presentable condition
Signs must be kept in neat and presentable condition at all times · §165.37

If removing or replacing an old sign: the old sign is removed and the area restored within 30 days
§165.37

COMMENTS / NOTES

Ready to Submit?

DROP OFF IN PERSON 119 S Main Street, Holstein, IA 51025 Mon–Fri 8:00 AM – 4:30 PM	CONTACT US (712) 368-4898 administrator@holsteinia.gov
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Contact Tammy Nuckolls, City Administrator / Zoning Administrator, with questions before submitting.