



CITY OF AURORA
DEPARTMENT OF CODE ENFORCEMENT
P. O. Box 158 • 235 Main Street • Aurora, IN 47001
(812) 537-8821 • Office (812) 926-1777 • Fax (812) 926-0838

CITY OF AURORA
INSTRUCTIONS FOR SIGN OR BANNER PERMIT

DO NOT place or erect any sign, or banner, until your application has been approved and a permit issued. **PLEASE SUBMIT A SEPARATE APPLICATION FOR EACH SIGN, BANNER OR AWNING TO BE PLACED.** Complete each application and attach a drawing of the proposed project and include information such as the design plan, the size of the sign or banner, size of lettering, material content, color(s), word content, mounting information and pole type and height if applicable.

If your project is to be placed in the Aurora 'Downtown Historic District', please include a completed application for a Certificate of Appropriateness (COA) and a check in the amount of \$35.00, payable to the City of Aurora. This is a non-refundable fee to process the application for the COA. Sign permits cannot be issued for any signage within the District unless the application for a COA has been submitted and approved by the Aurora Historic Preservation Commission. If you are representing a non-profit or educational organization and wish to apply for a permit to place temporary signs or banners announcing an event the organization is sponsoring, please include the name and phone number for a contact person and a list of the locations where you want to place the signs or banners. The sign permit fee is waived for all non-profit organizations. Temporary signs or banners do not require a COA.

Please, do not include payment of the sign permit fee with your application. The fee is due and payable to the City of Aurora when the application has been approved and the permit issued. Approved permits will be at the Clerk-Treasurer's office at 235 Main Street, Aurora. If you have questions, or need assistance in completing your sign application, please contact the department of Code Enforcement at any of the following numbers:

(812) 926-1777 Office – Department of Code Enforcement

(812) 537-8821 - Department of Code Enforcement

All numbers have an option for voice-mail. If necessary, please leave a message and a phone number where you can be contacted. Your call will be returned as quickly as possible. Allow five (5) business days for processing your application; they are processed in the order they are received. Your cooperation is appreciated. If you do not wish to return your application by mail, you may leave it for me at the Aurora Clerk-Treasurer's office.

PLEASE NOTE: If your sign is to be illuminated, please call the Dearborn County Building Commissioner's office (537-8855). They will advise you if electrical inspections are required.

The City and the Aurora Historic Preservation Commission will assist you in every way possible. Thank you for your help in keeping Aurora beautiful.

Code Enforcement Administrator

REV 1 / 2006
REV 1 / 2004
REV 11 / 2003

PLEASE SUBMIT ONE APPLICATION FORM FOR EACH SIGN OR BANNER.

CITY OF AURORA APPLICATION FOR IMPROVEMENT SIGN, BANNER OR AWNING PERMIT

Permit No. _____ Issued On _____

Owner/Sponsor Name _____ Address _____ Phone _____ Agent/Contact Name _____ Address _____ Phone _____ Street Address-Sign Location _____

TYPE OF SIGN (Please Indicate ALL that apply):

- Surface Mounted, Ground Mounted, Pole Mounted, Free Standing, Banner, Billboard, Franchise, Political, Incidental, Informational, Identification, Directional, Real Estate, Other, Double Faced, Projecting, Window, Awning/Canopy, Illuminated, Non-Illuminated

Description of Other _____ Size of Sign or Banner _____ Size of Lettering _____ If Pole Mounted - Type of Pole _____ Pole Height _____ Word Content _____

Material Content: Wood Vinyl Metal Other _____

Sign Will Be: Permanent Temporary Date of Placement _____

Please include the following if applicable:

Design Plan Location Drawing Spec Sheets Application for COA (Historic District)

Date _____ Owner/Sponsor Signature _____ Date _____ Agent/Contact Signature _____

FOR OFFICE USE ONLY

Location Zoned _____ Permit Number _____ Permit Denied _____ Permit Issued _____ on _____ Permit Fee \$ _____ Permit Issued By _____ Date _____ Permit Forwarded to Application via () Mail () In Person () Other _____ Payment Received By _____ Date _____

Restrictions/Notes _____