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Councilor Allan Landavazo, District 2
Councilor Yogash Kumar, District 3
Councilor Fran Palochak, District 4

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December 21, 2015

To: Sign Contractors

Fr: 
Natasha Webster – Administrative Specialist
Planning Department

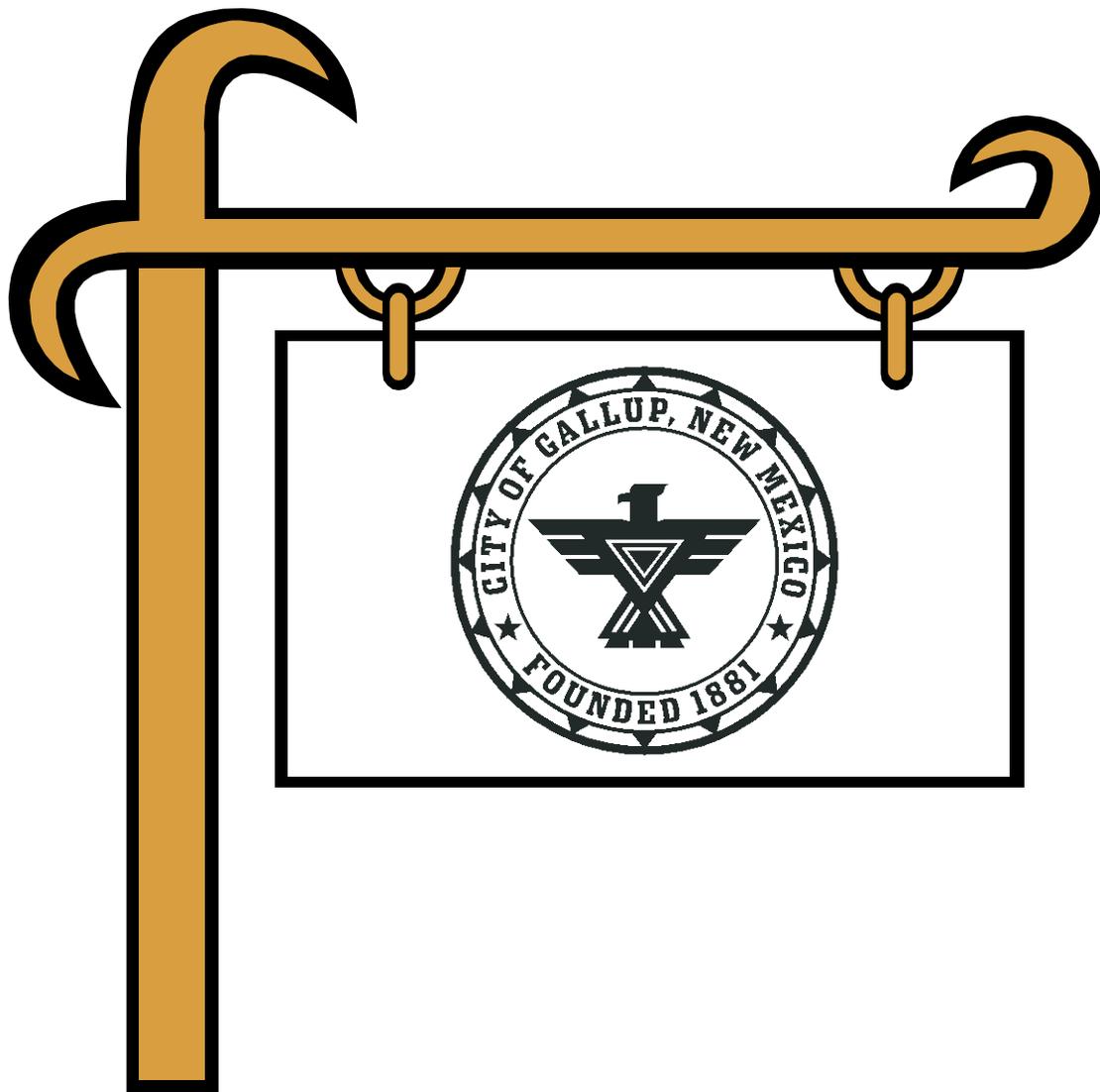
Re: Sign Permit Application & Open Permit(s)

This is to notify you that the City of Gallup Planning Department has revised the Sign Permit application. **We now require the permit number, issued to you by NM CID for your electrical permit, to be listed on our permit application (see page 3) at the time of submission.**

The sign permit application will not be accepted without the permit number if there is electrical work involved. Also, a final inspection will not be scheduled until the state has signed off on the electrical final.

For your convenience, the new version is available on-line in pdf format at www.gallupnm.gov under the Planning Department's page. If you have any questions and or concerns, please contact our office at 505.863.1240.

REQUEST FOR A SIGN PERMIT



CITY OF GALLUP, NEW MEXICO



SIGN PERMIT APPLICATION

INTRODUCTION

The request for sign permit is to permit signs that will not, by their size, location, or construction, endanger the Public Health and Safety of individuals, or confuse, mislead, or obstruct the vision necessary for traffic safety.

PURPOSE

The purpose is to maintain property values and to create a more aesthetically pleasing community, through the preservation of the natural beauty and environment of Gallup, New Mexico by preventing the over concentration, improper placement and density of signs, but keeping in mind the importance of signage to the business community, and the vital element it is to the free enterprise system.

SIGN DEFINITION

“Sign” shall mean any outdoor display, or other representation, which shall be so constructed, placed, attached, painted, erected, fastened, or manufactured in any manner whatsoever, so that the same shall be used for advertising. Every sign shall be classified and conform to the requirements of each such classification set forth by the City of Gallup Land Development Standards (LDS) Sign Regulations, Section 10 – 4J – 1.

COMMON PROBLEMS AND HOW TO AVOID THEM

Make sure only New Mexico Licensed Contractors install permitted signs.

Incomplete or inaccurate applications will not be accepted. Only the original applications will be accepted.

The legal description and property owner information is required on this application. You can obtain this information from the McKinley County Assessor’s office located at 201 W. Hill Ave. or at (505) 863 – 3032.

If you have any questions, please feel free to stop by or call us at:

Planning Department
110 W. Aztec Ave. / P.O. Box 1270
Gallup, NM 87305
Phone: 505.863.1240 / Fax: 505.722.5131



SIGN PERMIT APPLICATION

ZONING: _____

**REQUIRED INFORMATION*

PERMIT # _____

*NAME OF BUSINESS: _____ *PHONE #: _____

*SIGN SITE ADDRESS: _____

*PROPERTY OWNER: _____

*ADDRESS: _____ *CITY: _____ *STATE: _____ *PHONE #: _____

*CONTRACTOR: _____

*ADDRESS: _____ *CITY: _____ *STATE: _____

*NM LICENSE #: _____ *PHONE #: _____

ARCHITECT / ENGINEER: _____

ADDRESS: _____ CITY: _____ STATE: _____

NM LICENSE #: _____ PHONE #: _____

*LEGAL DESCRIPTION: LOT _____ BLOCK _____ SUBDIVISION _____

*TYPE OF SIGN: TEMPORARY CANOPY NEON FREESTANDING

BILLBOARD ATTACHED PAINTED OTHER: _____

*SQUARE FOOTAGE OF DISPLAY SURFACE OR TOTAL FACE AREA OF **EACH SIGN:**

*CLASS OF WORK: NEW ALTERATION ADDITION RELOCATE

REMOVE / DEMO REPAIR SIGN COPY CHANGE OTHER _____

*VALUATION OF JOB: \$ _____ EXISTING POWER: YES NO

ELECTRICAL INSPECTION REQUIRED: YES NO **STATE PERMIT #:** _____

ELECTRICAL CONTRACTOR: _____

ADDRESS: _____ CITY: _____ STATE: _____

NM LICENSE #: _____ PHONE: _____

UL NUMBER(S): _____

FOUNDATION INSPECTION REQUIRED: YES NO



SIGN PERMIT APPLICATION

PLEASE READ CAREFULLY BEFORE SIGNING.
(BE SURE TO CHECK EACH BOX AFTER READING)

- A valid licensed New Mexico Contractor shall be utilized. Specifically, a sign installer must hold one (1) of the applicable licenses or combination of licenses as required by Construction Industries Division.
- A site plan showing the location(s), height(s), and square footages of the proposed sign(s) and any existing sign(s) on the premises, the dimensions of the property and building(s). Measurements from the property line for proposed signs shall be required. All signs must meet the required setbacks of the City of Gallup Land Development Standards (LDS).
- All specifications and drawings showing the materials, designs, dimensions and structural supports of the proposed sign(s) shall be required.
- Issued sign permits shall be suspended or revoked for any false statements or misrepresentation of fact on an application. A permit becomes null and void if work is not completed within one hundred and eighty (180) days.
- All signs shall be constructed in accordance with the requirements of the appropriate Building and Electrical Codes currently adopted by the City of Gallup, State of New Mexico and the National Electric Safety Code. All electrical signs must be UL listed. List all specific Underwriters' Laboratory Serial Numbers.
- Before digging, by State law, call the "One Call" system at 1(800) 321-ALERT or 811.
- Requests for a Sign Permit may require five (5) working days for approval.
- Incomplete or inaccurate applications will be mailed back to the applicant.**
- Original applications must be turned in to our office. We do not accept "faxed" OR "scanned" applications.**

Signature of Applicant

Date

Print Name

Contact #