

## ZONING and SIGN PERMIT APPLICATION PROCESS

Zoning and sign permit applications shall follow the process outlined below with no deviations.

1. A Zoning or Sign Permit Application will need to be obtained. The application can be acquired at Perry City Hall from the City Clerk or downloaded from the City's [website](#).
2. A project plan with respect to location, dimensions, and pertinent information is also required.
3. The application and plan will need to be submitted to the City Clerk with the appropriate application fee(s) as listed in the City of Perry Fee Schedule.
4. The City Clerk will give the completed forms to the Zoning Administrator.
5. The Zoning Administrator may require additional information from the applicant. If the application is complete, the Zoning Administrator will review and make a determination whether the project meets the requirements stated in the City of Perry Zoning Ordinance.
6. Following approval by the Zoning Administrator, the City Clerk will give the completed forms to the Building Inspector for review.
7. The Building Inspector shall determine whether the project requires a Building Permit and verify that he/she has reviewed the application and project materials.
8. The City Clerk will notify the applicant of the approval or denial of the application review. If a Building Permit is required by the Building Inspector, the City Clerk will notify the applicant.

