



Code Enforcement  
300 East Maple Street  
Columbus, KS 66725  
(620)-429-2159  
[gholt@columbusks.gov](mailto:gholt@columbusks.gov)

### Permanent Sign Request

All requests will be forwarded to the governing body for review.

Requesting Party: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Sign Placement Address: \_\_\_\_\_

If Information below is same as above, please mark \_\_\_\_\_

Business Owner: \_\_\_\_\_

Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Signs exempted from request requirements:**

- Temporary Signs announcing the sale or rent of property
- Sign erected by Transportation Authority.
- Projecting Signs not exceeding 2.5 sqft
- Political Signs
- Temporary Signs for the sale or display of wares

**Please Indicate Sign Type      \*Definitions**

Sign Type:    \_\_\_ Ground    \_\_\_ Roof    \_\_\_ Wall    \_\_\_ Projecting

*\*GROUND SIGN – A BILLBOARD OR SIMILAR TYPE OF SIGN THAT IS SUPPORTED BY ONE OR MORE UPRIGHTS, POLES OR BRACES IN OR UPON THE GROUND...*

*\*ROOF SIGN – A SIGN ERECTED ON OR ABOVE A ROOF OR PARAPET OF A BUILDING OR STRUCTURE*

*\*WALL SIGN – ANY SIGN ATTACHED TO OR ERECTED AGAINST THE WALL OF A BUILDING OR STRUCTURE WITH THE EXPOSED FACE OF THE SIGN IN A PLANE PARALLEL TO THE PLANE OF SAID WALL.*

*\*PROJECTING SIGN – A SIGN OTHER THAN A WALL SIGN THAT PROJECTS FROM AND IS SUPPORTED BY A WALL OF A BUILDING OR STRUCTURE.*

**Area Design / Hazard Information:**

Wind Speed: 115 mph    Ground Snow Load: 15 lbs.    Seismic Design Category: B    Frost Line Depth: 32"  
ASCE 7 Information:    Wind - MRI 50-year: 90 mph    Snow – 15 lbs./sqft

The following is Municipal Ordinance covering the erection of Signs. Specific Height Requirements are found in Appendix H of the International Building Code Edition 2018.

***Sec. 36-114. - Structure or structure supports extending over sidewalk.***

*All awnings and porches which extend over the sidewalks of the city and which are supported by posts resting upon the sidewalk or in a street, avenue or alley, are prohibited. In addition, it is unlawful for any person to allow any sign, sign box, awning or fixture to extend over the sidewalk or to allow any supports or posts to rest upon the sidewalk within the city, except signage permitted under section 36-3; provided, however, that the city council may, upon written application, grant permission for the erection of signs, sign boxes, awnings, fixtures and support posts or beams upon the sidewalks as they deem proper and applicable. Any person who constructs or permits the construction of any item prohibited by this section without first obtaining the authorization by the city council shall be deemed guilty of a misdemeanor.*