

SIGNS
BUILDING PERMIT REQUIREMENTS

This guideline is intended to provide the contractor with the basic information needed to apply for a building permit to erect, replace, repair, or alter a new or existing sign.

All signs must have zoning approval from St. Louis County Department of Public Works (if unincorporated) or from the municipality prior to the issuance of the building permit. Note that zoning information contained within this guide are zoning regulations for Unincorporated County only. Municipal Zoning Ordinance/Code regulations will likely differ from jurisdiction to jurisdiction. When the sign is proposed to be located in a contracting municipality, provide four marked "Approved" Plans and the Municipal Approval Form.

When a number of signs of the same type are to be erected for a single tenant on a single parcel, the signs may be authorized by one permit except that a separate permit(s) shall be required for each sign that exceeds 36 square feet in area. Inspections for all signs erected under a single permit must be done at the same time or the applicant will incur extra inspection fees.

With multi-faced signs, the area of all sides is combined to determine the total square footage of the sign.

Pole Signs

Submit with application four (4) copies each of the following:

- 1) Site plan showing proposed location of sign with perpendicular distances from property lines.
- 2) Drawing of sign, giving all exterior edge dimensions and message conveyed by sign.
- 3) Construction drawings of the sign providing structural information and detailing of the foundation, support pole(s), and sign face framing. These shall be drawn and sealed by a Missouri Licensed Engineer if the proposed sign equals or exceeds 100 square feet in area or the top of the proposed sign is ten feet or more above grade.
- 4) Calculations sealed by a Missouri Licensed Engineer regarding wind loads are required in support of the sign permit application for either temporary or permanent signs when:
 - a) The total area of the sign equals or exceeds 100 square feet- or
 - b) The maximum height of the sign equals or exceeds 10 feet- or
 - c) Field inspection indicates a need for detailed analysis of the structural design.
- 5) The following is applicable to a pole sign located in an unincorporated area of St. Louis County. For signs located in a municipality, the applicant shall contact the municipal zoning official to determine if a building permit is required:
 - a) A permit shall not be required for a pole sign designating the location of a transit line, a railroad station or other public carrier provide such signs are not more than three (3) square feet in area.
 - b) A permit shall not be required for pole signs erected by a jurisdiction for street direction.
 - c) Government building signs announcing the name, nature of occupancy, and information as to the use of or admission to the premises that conforms to the Zoning Ordinances shall not require a building permit.

- d) If only the face of an existing sign is being changed, a permit is not required.

Wall and Roof Signs

Submit with application four (4) copies each of the following:

- 1) Site plan showing the location of all proposed wall and roof signs.
- 2) Drawing of sign, giving all exterior edge dimensions and message conveyed by sign
- 3) Elevations of building(s) showing
 - a) Overall length and height dimensions of wall or roof.
 - b) Location of sign(s) on wall or roof.
 - c) Overall dimensions of sign(s).
- 4) Detailed sections showing method of attachment at minimum scale 3/4"= 1'-0"
- 5) Signs that project from a wall or roof require calculations, details, and connections prepared and sealed by a Missouri Licensed Engineer. Details on roof signs must allow for roof drainage between the bottom of the sign and the roof membrane. Calculations and details sealed by a Missouri Licensed Engineer are not required for a surface mounted sign.

Exception: Sealed calculations, details and connections are not required for these types of signs less than or equal to 4 square feet in area.
- 6) The following is applicable to a wall or roof sign located in an unincorporated area of St. Louis County. For signs located in a municipality, the applicant shall contact the municipal zoning official to determine if a building permit is required.
 - a) Business signs attached to buildings shall not project beyond the wall of the building more than 18 inches, and shall not project above the roof more than 12 inches.
 - b) Non-illuminated wall signs 2 square feet or less in area do not require a permit. Non-illuminated projecting signs 2 square feet in area or less in area do not require a building permit.
 - c) A window sign that is both less than 10 feet square in outline area and less than 50% of the window area where the sign is located, does not require a building permit.
 - d) A painted sign on a building wall or the fence surface where the outline area of the sign is 10 square feet or less, does not require a building permit. Note that these types of signs require an X-permit from the Zoning plan Review Section of St. Louis County Department of Public Works if the outline area exceeds two square feet.
 - e) Government building signs announcing the name, nature of occupancy, and information as to the use of or admission to the premises that conforms to the Zoning Ordinance shall not require a building permit.
 - f) If only the face of an existing sign is being changed, a permit is not required.

Subdivision Temporary Directional and Informational Signs.

Submit four (4) copies each of the following:

- 1) Site plan showing proposed location of sign with perpendicular measurements from property lines indicated.
- 2) Drawings of sign, giving all overall exterior dimensions and message conveyed by sign.

- 3) Construction drawings of the sign providing structural information and detailing of the foundation, support pole(s), and sign face framing. These shall be drawn and sealed by a Missouri Licensed Engineer if the proposed sign equals or exceeds 100 square feet in area or the proposed elevation is ten feet or more above grade.
- 4) Calculations sealed by a Missouri Licensed Engineer regarding wind loads are required in support of the sign permit application for either temporary or permanent signs when:
 - a) The total area of the sign equals or exceeds 100 square feet- or
 - b) The maximum height of the sign equals or exceeds 10 feet- or
 - c) Field inspection indicates a need for detailed analysis of the structural design.
- 5) The following is applicable to a subdivision temporary directional or informational sign located in an unincorporated area of St. Louis County. For signs located in a municipality, the applicant shall contact the municipal zoning official to determine if a building permit is required.
 - a) Signs six (6) square feet or less in area do not require a building permit.
 - b) Each subdivision informational or directional sign exceeding six (6) square feet in area shall require a building permit. These signs are considered temporary for a maximum period of one year.
 - c) The Zoning Plan Review Section of St. Louis County Department of Public Works may determine a deposit is necessary depending upon the specific use of the sign.

Ground Signs

Submit with applications four (4) copies of the following:

- 1) Site plan showing proposed location of sign with perpendicular measurements from property lines indicated.
- 2) Drawings of sign, giving all overall exterior dimensions and message conveyed by sign.
- 3) Construction drawings of the sign providing structural information and detailing of the foundation and sign face framing. These shall be drawn and sealed by a Missouri Licensed Engineer if the proposed sign equals or exceeds 100 square feet in area or the proposed top of the sign is ten feet or more above grade.
- 4) Calculations sealed by a Missouri Licensed Engineer regarding wind loads are required in support of the sign permit application for a sign when:
 - a) The total area of the sign equals or exceeds 100 square feet- or
 - b) The maximum height of the sign equals or exceeds 10 feet- or
 - c) Field inspection indicates a need for detailed analysis of the structural design.
- 5) The following is applicable to ground signs located in unincorporated areas of St. Louis County. For signs located in a municipality, the applicant shall contact the municipal zoning official to determine if a building permit is required.
 - a) Real estate signs that are not greater in outline area than 16 square feet in the "NU" Non-Urban District and any "R" Residential District and 25 square feet in any "C" Commercial or "M" Industrial District do not require a building permit.
 - b) Political campaign and ballot issue, signs announcing candidates seeking political office and other pertinent data erected on private property. Whereas maximum area for any one sign shall be 8 square feet with a total area of sixteen square feet permitted for each lot or unit does not require a building permit.
 - c) A permit shall not be required for a ground sign designating the location of a transit line, a railroad station or other public carrier provide such signs are not more than three (3) square feet in area.

- d) A permit shall not be required for ground signs erected by a jurisdiction for street direction.
- e) Government building signs announcing the name, nature of occupancy, and information as to the use of or admission to the premises that conforms to the Zoning Ordinance shall not require a building permit.
- f) If only the face of an existing sign is being changed, a permit is not required.