



THOMAS M. MCDERMOTT, JR.
Mayor

KELLY KEARNEY
Chief of Inspections

**CITY OF HAMMOND
INSPECTIONS DEPARTMENT
BUILDING DIVISION**

ILP #: _____

5925 Calumet Avenue, Hammond, IN 46320 Phone (219) 853-6316 Fax: (219) 853-6543

Building Permit Application for Signs

PERMIT# _____

PLEASE PRINT

Address of proposed work _____

Property owners name _____ Address _____

City _____ State _____ Zip code _____ Phone Number _____

Applicants Name _____ Phone Number _____

Applicants Address _____ City _____ State _____ Zip code _____

Contractors Name _____ Phone Number _____

Contractors Address _____ City _____ State _____ Zip code _____

CHECK ALL THAT APPLY

Type of sign

Placement

Lighting

New sign

Ground

Non-illuminated

Change of face

Projection

Illuminated

Repair / Re-hang

Pole

Animated

Additional segment

Roof

Flashing

Message center

Wall

Neon

Changeable copy

Other

LED

Temporary sign:

Banner

A-Frame / Portable

Feather/Blade/Adversail

Dimensions of proposed sign(s) or attach separate sheet with list.

SIZE---Vertical _____ Horizontal _____ Total Square Feet _____
Single Face _____ ? Double Face _____ ?

List the **existing** signs on the property and provide the dimensions of each one:

Length x Width = Square footage

Length x Width = Square footage

1. _____ x _____ = _____

7. _____ x _____ = _____

2. _____ x _____ = _____

8. _____ x _____ = _____

3. _____ x _____ = _____

9. _____ x _____ = _____

4. _____ x _____ = _____

10. _____ x _____ = _____

5. _____ x _____ = _____

11. _____ x _____ = _____

6. _____ x _____ = _____

12. _____ x _____ = _____



ELECTRICAL INFORMATION

Will the sign connection be installed by you? Yes ___ No ___ N/A ___

Is the electrical feed provided to the disconnect of the sign? Yes ___ No ___

If yes, the licensed sign contractor may connect to that disconnect. If no, disconnect exists or needs to be installed or relocated, a licensed electrical contractor must be hired to provide one or perform that work. Once that electrical work is complete by a licensed electrical contractor the sign contractor may connect the sign to it.

Will the sign electrical feed or circuit be installed by you? Yes ___ No ___

If no, provide the electrical contractors information:

Electrical contractor's name _____ Company name _____
Address _____ City _____ State _____ Phone number _____

Is sign UL Listed / Approved? Yes ___ No ___

Disconnecting Means:

Type _____
Location _____

Sign Info

Total Wattage _____
Number of circuits _____
Number of lamps _____

Type of sign

Neon _____
Incandescent _____
L.E.D. _____
Other _____

Please describe details of work to be done:

Cost of construction material/sign and labor \$ _____

Signature of applicant or authorized representative

Dated _____ Signature _____

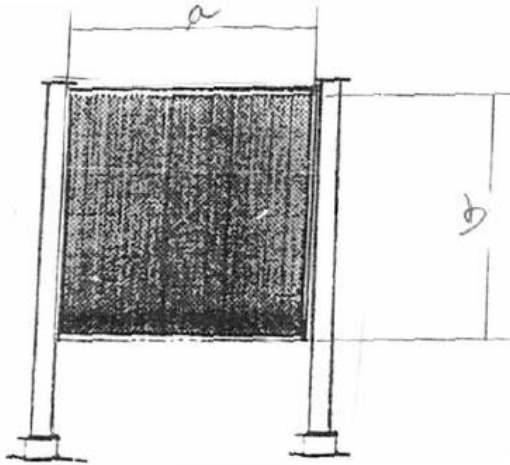
Printed name of the applicant _____

Approved by _____ Date _____

Denied by _____ Date _____ Reason _____



Notice to Hammond Businesses | Descriptions on How to Measure Signage Area



PANEL SIGN

(Signs on posts or on exterior wall)

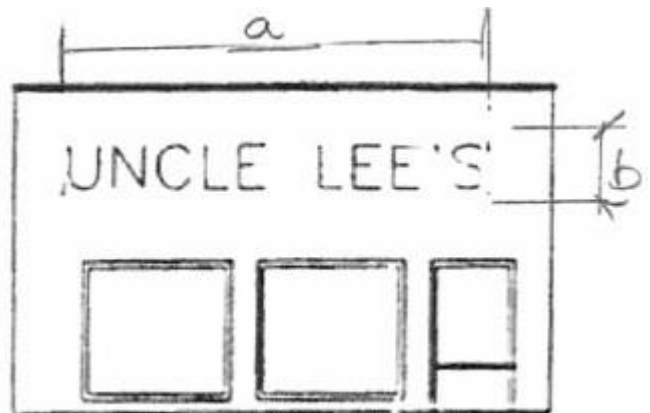
$$a \times b = c$$

*Measurement excludes structural posts

CHANNEL LETTERS

$$a \times b = c$$

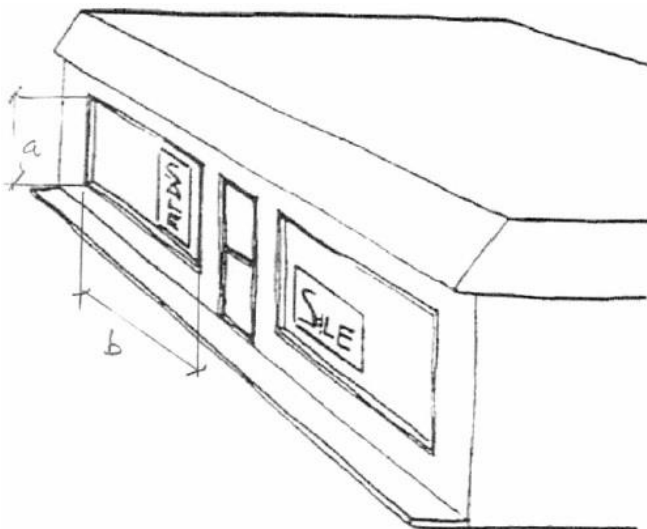
*Measure "a x b" as smallest rectangle around the channel letters



WINDOW SIGN

$$a \times b = c$$

*Measurement "c" may be 25% of *each* window space at maximum coverage



* "c" measured in sq. ft. & total value of **all** "c's" at max can be "length of lot frontage x 2.5"

TITLE XXI SIGNS

Section 21.01 PURPOSE

The purposes of this title are: 1.) to promote the public safety, health, and welfare of the City; 2.) to encourage the effective use of signs as a means of communication in the City; 3.) to maintain and enhance the aesthetic and visual environment; 4.) to maintain and enhance the City's ability to attract sources of economic development and growth; 5.) to improve pedestrian and traffic safety; 6.) to minimize the possible adverse effect of signs on nearby public and private property; and 7.) to enable the fair and consistent enforcement of these sign regulations.

Section 21.03 COMPUTATIONS (Amended Ordinance 9170)

The area of a sign face on a single panel unit containing the material or color forming an integral part of the background of the display or as used to differentiate the sign from the backdrop or structure against which it is placed shall be computed by the square footage (or square meters) of the surface area that contains the letters, logos, graphics, etc., and background display surface but excluding any visible structural support members.

The area of signage which by its design consists of individual letters, logos, emblems, graphics, etc. that are independently or in combination attached to a wall surface but not in a sign panel unit shall be computed by means of the smallest, square, circle, rectangle, triangle or combination thereof that will encompass the extreme limits of the combined letters, logos, emblems, graphics, etc.

TITLE XVIII SPECIAL PROVISIONS

Section 18.20 CORNER VISION OBSTRUCTION

"No signs shall be permitted in any vision clearance area."

A triangular space at the intersection of any traffic way shall be free from any kind of obstruction to vision between the height of 30 inches (.76m) above the road surface to a height of at least 12 feet (3.66m) above the road surface. The triangular space is determined by a diagonal line connecting 2 points measured 15 feet (4.57m) from the point of the intersection of the traffic ways.

Ordinance 9594 to amend Ordinance 8514 (the zoning code)
Passed by the City of Hammond Common Council on February 8, 2021, and reads as follows:

Section 21.10 PROHIBITED SIGNS

The following signs are prohibited:

- 1) Roof signs; or
- 2) Signs placed on parked vehicles or trailers or those not in regular use that are placed or parked on a premises for purposes of advertising; or
- 3) Signs that, by their wording, design, color or location, resemble or conflict with traffic control signs or devices; or
- 4) Signs that create a safety hazard; or
- 5) Signs that obstruct any door, window, fire escape, or other emergency exit; or
- 6) Signs erected in the public right-of-way or on any public utility pole, bench, bus shelter, or other public structure, except when posted by a public officer in the performance of a public duty; or
- 7) Signs on fences, trees, or streetlights; or
- 8) Portable electric signs; or
- 9) Beacons; or
- 10) Balloon or inflatable signs; or other types of inflatable devices; or
- 11) Bench Signs;
- 12) Signs that give the appearance of movement caused by wind, including pennants, banners, streamers, strings of lights, spinners or other similar devices and all other signs which undulate, swing, rotate, oscillate, or otherwise move by natural or artificial means.

Section 21.11 TEMPORARY SIGNS

Except as provided herein, temporary signs are permitted for initial period not to exceed 30 days, at which time the signs shall be removed. After a gap period of 30 days, a temporary sign may be allowed for a secondary period not to exceed 30 days. The temporary sign shall be removed after the secondary period. No additional temporary sign permits shall be issued to the same business license holder on the same zoning lot in any calendar year.

A. Temporary signs:

- 1) are prohibited on zoning lots in residential districts or residential uses in other districts;
- 2) shall not be illuminated;
- 3) shall not be located within the public right-of-way or parkway;
- 4) shall be no more than one temporary sign per zoning lot, unless otherwise allowed in this Section;
- 5) shall be subject to the vision clearance provision of T/S 21.02 H.
- 6) shall be located subject to the minimum setback provision of T/S 21.02 G.
- 7) shall not exceed a cumulative area (i.e. the square footage) of 32 square feet for all temporary signs on a zoning lot, unless otherwise specified.
- 8) Shall not exceed the cumulative area of the maximum allowable signage calculation for the cumulative area of all temporary signs plus the cumulative area of all permanent signs.

B. Types of temporary signs:

- 1) "A-frame" "T-frame" - any portable upright, rigid, self-supporting frame sign in the form of a triangle or the letter "A." (See Figure T-1.) A "T-frame" sign is any portable, upright, rigid, self-supporting frame sign in the form of an upside down "T" which acts as the feet or supporting portion of the sign. The sign shall not exceed 6 SF (.56 sq. m.) and 4 feet (1.22 m.) in height. The sign shall be constructed of hardwood, chalkboard or similar materials. Only one A-frame sign or T-frame is allowed per zoning lot.



Figure T-1

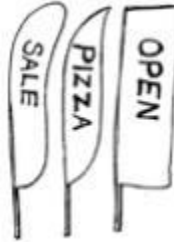


Figure T-2

- 2) Banner, blade, or feather sign - a vertical portable sign that contains a harpoon-style pole or staff driven into the ground for support or supported by means of an individual stand. Said signs are made of durable fabric, flexible plastic, or similar materials. Said sign shall not exceed 5 square feet (0.46 sq. m.) in area and 6 feet (1.83 m.) in height. (See Figure T-2.)
- 3) Special event signs. Said signs shall not exceed 32 SF (2.97 sq. m.) in area and 6 feet (1.83 m.) in height. Said signs shall be made of wood, vinyl, metal, or similar materials. Only one sign is allowed per zoning lot.
- 4) Other signs that are not permanently affixed or installed on the zoning lot or on a building wall and are intended to be displayed for a limited period only.
- 5) Banner signs on public street lights or other public street fixtures or other types of temporary signs on the public sidewalk in the street right-of-way are allowable by permission of the Board of Public Works and Safety for a period of time determined by the Board of Public Works and Safety.