

City of Valley Park

320 Benton Valley Park MO 63088 Phone (636)225-5171 Fax (636)225-0643

Sign Permit Guide Sheet

1. Electrical permit from St. Louis County is required (if applicable).
2. Site Plan, 3 copies, must show the following information:
 - a. Surveyed property lines, streets, setbacks, location of buildings, and sign location.
 - b. North arrow.
 - c. Must bear the signature and seal of a Missouri Registered Land Surveyor.
3. Drawing and/or picture of sign, 3 copies, must show the following information:
 - a. All measurements, detail of support piers and sign anchorage.
 - b. Name of owner and business name.
4. Must comply with the City of Valley Park Sign Code.
5. Permit number must be displayed in the following locations.
 - a. 1” letters in the lower right hand corner of sign.
 - b. In the case of pole mounted signs, number to be incorporated into the base of the structure.
6. If located on State or County right of way, approval must be obtained from that governing body and meet their requirements as well.
7. Permit Card must be displayed in a visible manner at the job site, be protected from the weather, and readily accessible for signatures of inspectors.

Failure to follow any of the above requirements will result in denial of the permit application.