



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-1336

www.warrenton-mo.org

## Guide to Permanent Signs

### Permanent Sign Permit Information

All permanent signs do require a permit from the City of Warrenton with the exception of banner signs, temporary signs, no trespassing signs, private road signs, private property signs, or window signs. Even though a permit may not be required for a particular sign, these regulations still apply and must be met. A City of Warrenton Occupational License is required for all contractors performing work within the city limits of Warrenton. Contact Judi Bayne at (636)-456-3535.

### Sign Regulations

Sign regulations are contained in Chapter 425 of the *Municipal Code – City of Warrenton*. When in doubt, always check with the Building Department for resolution of any issue. Please note that sign requirements vary for different zoning districts within the city. Please contact the city’s Zoning Officer if you are unsure of the zoning for the property in question.

### General Regulations

This brochure will help you choose the standards for signs. The following signs require a permit:

- **Ground Signs:** Less than 10% of wall area; no more than 7 ft. above grade; maximum height of sign is 4 ft.; may be supported on posts/poles no more than 3 ft. high, see Section 425.090, 5 for reference.
- **Attached, wall and projecting;** Sign is not less than 35 ft. above grade; may not extend out from wall or above roof/parapet line by more than 24 inches. Signs shall maintain a clearance of 10 ft. above ground where vehicular movement or 7 ft. above ground where pedestrian movement is possible. An aggregate sign display area equal to the amounts shown in Table S-1 below (excluding windows) shall be permitted on the side of a commercial business unit facing a commercial district.

TABLE S-1

Building face (in square ft)	% of building face allowed for signage	Max. sign area (in square ft)
0 – 2,500	15%	150
2,501 – 5,000	6%	250
5,001 - 7,500	5%	325
7,501+	4%	5% of building, face, with no single sign greater than 400 square feet

- **Marquee/Canopy/Awning:** no more than 4 ft. high; sign shall maintain a clearance of 10 ft. above ground where vehicular movement or 7 ft. above ground where pedestrian movement is possible.
- **Pole:** no more than 100 sq. ft. maximum of 20 ft. high; at least 15 ft. off right of way; bottom of sign must be at least 10 ft. above grade. For properties that are contiguous to Hwy 47 between Veterans Memorial Parkway and AnwijoWay see Section 425.090, 8, e, 1-4.
- **Outdoor advertising:** no more than 900 sq. ft.; no more than 45 ft. above grade; maximum of 30 ft. high; maximum length of sixty (60) feet; signs shall be permitted at least 450 ft. to the nearest edge of the right-of-way of any interstate or primary highway in areas zoned industrial or commercial or 300 ft. of a residential district.

### Prohibited Signs

The following types of signs may not be used within the city limits:

- Any permanent sign which does not meet the flammability test of approved combustible plastic.
- Moving signs.
- Roof signs.
- Sign’s painted directly on a structure.
- Any sign that becomes hazardous to vehicular or pedestrian traffic by reason of obstruction of walkways or fire access or exit lanes or restricting sight distances for vehicle or pedestrian traffic, or if any sign is located so close to travel lanes or parking areas that it is struck by maneuvering vehicles, such sign shall be relocated, removed or corrected by the Chief of Police.

- No sign shall make use of the words “stop”, “look”, “yield”, “danger” or any other word phrase, symbol or character in such as to interfere with, mislead or confuse traffic

### **General Restrictions**

Additional restrictions on sign appearance and placement are summarized below:

- Signs in residential districts are restricted to no more than two (2) sign faces.
- Signs must not become hazardous to or obstruct pedestrian or vehicular traffic.
- Signs must be maintained in good repair.
- Illuminated signs must be oriented to prevent undue glare on to adjacent streets or property. Illumination devices must be weather resistant and shatterproof. Illuminated signs within residential districts must be extinguished at the time of business closing or 10 p.m., whichever is later, except for permitted flags.
- Signs must not use the words *stop, look, yield, or danger*, or any other words, phrases, symbols, or characters which may interfere with, mislead, or confuse traffic.
- Signs on a single parcel or lot or in a planned business center shall be of generally uniform appearance as approved by the City.

### **Design and Construction**

Construction requirements are contained in Chapter 425 and Chapter 500 of the **Municipal Code- City of Warrenton**.

Mechanical requirements are contained in sections 1609 and 3102 of the **International Building Code-2015**.

Electrical requirements are contained in article 600 of the **National Electrical Code-2014**.

### **Permit Process**

To obtain a permit for a sign, please submit the following items to the Building Department. (It is recommended that you call ahead if you wish to meet personally with the Building Commissioner during your visit):

1. A completed Sign Permit application. Applications are available at the Building Department located at 200 W. Booneslick and or online at the City’s website at [www.warrenton-mo.org](http://www.warrenton-mo.org).
2. A drawing showing the dimension and the proposed location of the sign and the message to be displayed.
3. Information showing the material to be used to make the sign. A structural drawing design for those signs that will not be attached to a building.
4. Information showing the sign material to be used and, if plastic material, ASTM Standard Test for Flammability information of approved combustible plastic. (WMC 425.030/425.070)
5. A drawing showing structural design for those signs that will not be attached to a building
6. Written consent of property owner (if other than applicant); and
7. An electrical design drawing for signs to be lighted.

Once the sign has been approved, you will be notified to pick up the permit at City Hall. The permit fee is to be paid at the time of pick-up.

### **Fees**

The permit fee for a sign is:

A minimum fee of ten dollars (\$10) for processing the application, plus one dollar (\$1) per sq. ft. of sign area over ten (10) sq. ft.

### **Sign Completed**

Once the sign is installed, a final inspection will need to be completed to close out the permit. Please call the Building Department at (636)-456-3535 to arrange an inspection. All inspections require a 24 hour notice to schedule.

### **Appeals and Variances**

Please refer to *Section 425.140 of the Municipal Code- City of Warrenton* for the process for filing an appeal of a decision of the Building Commissioner or for requesting a variance from the Sign or Zoning Regulations. Any person has a right to an appeal pursuant to Section 405.330 and 405.340 of this code.

### **Additional Information**

For additional information, or if you have any questions please call the Building Department at (636)-456-3535. The entire City Codes can be found on the City’s website at [www.warrenton-mo.org](http://www.warrenton-mo.org).

This guide was prepared by the City of Warrenton Building Department. For more information please call the Building Department at 636-456-3535 or visit our website at [www.warrenton-mo.org](http://www.warrenton-mo.org).