



City of Benton, AR
The heart of Arkansas...

CITY OF BENTON SIGN PERMIT APPLICATION

The permit request below should be filled out and a graphic rendering of the sign provided, including a site plan for free standing signs.

Note: State law requires that: All commercial contractors working on any project that is not a single-family residence where the total contract value is \$50,000 or more, including materials and labor, must have a license.

[AR Code 17-25-101]

- Once documentation has been submitted and approved, any changes made to the design or location of the sign will require submitting corrected/revised documentation.
- Each Site Sign must be submitted separately with its own application/attachments.
- Attach explanation & drawings with dimensions. Also include landscaping information.
- A white stake is to be placed in location of all site signs.
- There shall be a four (4) foot minimum width landscape strip around the base of all ground mounted signs. Strip should increase based on overall bulk and scale of design. (Ordinance 14 of 2017)

Applicant Name: _____

Owner Name: _____

Applicant Address: _____

Owner Address: _____

Applicant Phone Number: _____

Owner Phone Number: _____

Is this for a new business? ☐ Yes ☐ No (A business license application must be on file prior to requesting sign approval)

Is this for new commercial construction? ☐ Yes ☐ No

ARDOT Application Required: ☐ Yes ☐ No

If sign will not be located on your property, a property owners' permission statement must also be attached.

☐ New Sign ☐ Existing Sign Improvements ☐ Enlarging Existing Sign ☐ Other: _____

Number of Signs: _____ ☐ Wall ☐ Monument ☐ 2-Pole / Billboard: ☐ On-Premise/☐ Off-Premise

☐ Other: _____ GPS Coordinates: _____

Physical Address of Sign Location: _____ (Req'd for Billboard) _____

Total Sq Ft of each Sign: _____ Total Value (sign/installation): _____

Will sign require electrical connection? ☐ Yes ☐ No

Does project include LED/EDM? ☐ Yes ☐ No

If yes, an Electrical Permit & Inspection will be required. Proof of electrical listing must be provided.

Is location within the city limits of Benton? ☐ Yes ☐ No

Is location legally zoned for square footage of sign? ☐ Yes ☐ No

What is the zoning for the property?

R1-R8 ☐ TC1-TC3 ☐ C1 ☐ C2 ☐ C3 ☐ LI/HI ☐ PUD ☐ A ☐ M ☐ OS ☐ S ☐

CERTIFICATION

I certify that I have the authority to sign this application and the statements made herein are true and correct. I also certify that my sign will not encroach, in any manner, on state highway right-of-way and that it will be removed at no expense to the City of Benton if it is found that the sign does not meet city zoning ordinance.

Applicant Signature ☐/Owner Signature ☐

Date: _____

Approved by: _____

Date: _____

Disapproved by: _____

Date: _____

*** Sign Permit Fee: \$75 per sign plus 0.0005 times the total value (Ordinance 76 of 2009)**

*** Sign Permits shall expire 12 months after the date of issuance. An extension may be granted and must be specifically requested in writing and approval obtained prior to the original expiration date.**

Revised 7/29/25