



CITY OF MARSHALL INSPECTION DEPARTMENT

City Office Building

214 N. Lafayette Ave. Marshall, MO

Office Phone (660) 886-2653

HOW TO APPLY FOR A SIGN PERMIT

- Assemble the required information for your project. Please call the Inspection Department at: (660) 886-2653, Monday thru Friday between the hours of 7:30 a.m. and 4:30 p.m., closed from 12:00 P.M.-1:00 P.M., if you have any additional questions about permit requirements.

TO APPLY FOR A SIGN PERMIT YOU WILL NEED:

- Property address and the owner's name, address and phone number
- Name, address, and phone number of the Sign Installer
- Sign Information: Type of Sign(s) to be installed, Dimensions of sign(s), Area of Sign(s), Sign Wording, Number of sign(s)
- Attach a drawing to illustrate location of sign(s) and site plan for free-standing or pole sign

WHEN WILL THE PERMIT BE ISSUED?

The length of time before a Sign permit is issued varies depending on the availability of the Code Official. Some permits can be issued at the time of application.

Call, email, or stop by our office for further information

Sheerie Norman

Planning & Code Enforcement Manager

Email: snorman@marshall-mo.com

Aaron Gibson

Building & Codes Inspector

Email: agibson@marshall-mo.com