



C E M E T E R Y

Foundation/Inscription Permit Request Form

Order Type

Foundation

Inscription

Other (Detail Below)

Monument Company: _____ Monument Dealer's Email
for Permit Portal Access: _____
If you currently access the portal, you do not need to add your email.

Burial ID: _____ Deceased: _____

Location: _____ Row/Lot: _____ Grave: _____

Print Clearly & Sign, All Signatures Required

Monument

Dealer: _____

Person selling the monument, not the company name

Signature: _____

Lot Owner:

Person who owns the grave

Signature: _____

Purchaser:

Person purchasing/paying for the work to be performed

Signature: _____

Monument Description & Sizing

Monument Style: _____
Slant, Flush, Upright, etc.

Monument Die/Top _____
Length x Width x Height Size: _____

Monument Base Size: _____
Length x Width x Height

Other Work to be Performed

Cleaning, Removal, Photo Attachments, etc.

A Detailed Sketch of Monument/Inscription is Required:

Without a detailed sketch your order will be rejected.

By submitting this Foundation/Inscription Permit Request Form I, the monument dealer submitting this form, guarantee that the above information is accurate and all signatures from the proper lot owners have been verified and guaranteed to be true. I understand that I will receive a permit through the online portal, which I am responsible to check on my own as I will not receive notification each time a permit is added. I understand that the permit (either printed or on a smartphone) must be brought to the office before performing any work. I also agree that I will only have a monument set or inscription performed during the qualifying hours of: Monday - Friday 8:00 AM - 2:00 PM. I understand that any and all sub-contractors doing work for my monument company will be licensed/insured, and will send proof of the insurance on an annual basis. I understand without liability insurance my sub-contractors cannot enter the cemetery to perform work.