



CITY OF ELIZABETHTON

Building Department

Sign Permit Application Packet

Sign Location Address: _____ Zoning: _____

Application Checklist

- ITEMS BELOW MUST BE INCLUDED WITH APPLICATION SUBMITTAL -

All Signs:

- Scale Drawing of all signs and site plans with all set back information
- Completed Dimension Calculations for all signs
- Square footage of all existing signs
- Copy of invoice for total cost of sign and installation
- Drawing, digital image, or picture of the sign to be displayed

Freestanding Sign Documentation: (new or modified)

- Scale site plan for freestanding and ground signs (with property lines)
- Windload calculations for freestanding signs (P.E. stamped)
- Scale engineering drawings of freestanding sign footers (P.E. stamped)

Wall Sign Documentation: (new or modified)

- Scale elevation drawing of wall signs

Sign Permit Applicant:

Applicant Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Contact Person: _____ Phone: _____

Sign Contractor:

Sign Contractor Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Contact Person: _____ Phone: _____

Property Owner Information:

Property Owner(s) Name(s): _____

Street Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

Sign Information: (check only one for each section)

<input type="checkbox"/> New	<input type="checkbox"/> Reface	<input type="checkbox"/> Both new and refacing (distinguish between each type)	
<input type="checkbox"/> Building Mounted	<input type="checkbox"/> Ground Mounted		
<input type="checkbox"/> Individual Letters	<input type="checkbox"/> Box	<input type="checkbox"/> Board	
<input type="checkbox"/> Projecting from building	<input type="checkbox"/> Flat against wall or window		
<input type="checkbox"/> Freestanding	<input type="checkbox"/> Hanging in Window		
<input type="checkbox"/> Painted on wall or window			
<input type="checkbox"/> Side of building		<input type="checkbox"/> Front of building	<input type="checkbox"/> Rear of building
<input type="checkbox"/> Backlit	<input type="checkbox"/> External illumination	<input type="checkbox"/> Neon	<input type="checkbox"/> Non-illuminated

Sign Calculations and Dimensions: (show all calculations below in decimal format)

Single Faced Wall Sign Dimensions

	Feet	Inches	Decimal	Total
Height				
Width				
Total Sq. Feet:				

Total Length of Displayed Building Wall Face: _____ feet

Freestanding/Ground Sign Dimensions (reader boards and all sections)

Total height of sign from peak to grade: _____ feet Freestanding Sign Ground Sign

Distance of sign from property line: front: _____ side: _____

Face 1

	Feet	Inches	Decimal	Total
Height				
Width				
Total Sq. Feet:				

Face 2

	Feet	Inches	Decimal	Total
Height				
Width				
Total Sq Feet:				

Total Square Footage of All Freestanding/Ground Sign Faces: _____ sq ft

Total New Signage: _____

Total Existing Signage: _____

Freestanding: _____

Wall, other: _____

Existing to be Removed: _____

Freestanding: _____

Wall, other: _____

Overall Signage Total: _____ (calculate to show as less any to be removed)

Total sign cost: _____

Signature

Print Signature

----- **FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE** -----

Date Submitted: _____ File No. _____ Fee Paid: _____

Planning Approval:

Planning Approval Signature

_____/_____/_____
Date

Comments: