



CITY OF ELIZABETHTON
Building Department
Temporary Sign Permit Application Packet

Sign Location Address: _____ Zoning: _____

Application Checklist

- ITEMS BELOW MUST BE INCLUDED WITH APPLICATION SUBMITTAL -

- Scale Drawing of all signs
- Completed Dimension Calculations for all signs
- Square footage of all existing signs
- Drawing, digital image, or picture of the sign to be displayed

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: _____

Display Dates for Temporary Sign: (Not displayed more than 60 days, not renewable for less than 30 days!)

Beginning: _____ / _____ / _____

End: _____ / _____ / _____

Sign Information: (check only one for each section)

| | | |
|--|--|---|
| <input type="checkbox"/> Wall | <input type="checkbox"/> Other (Specify): | |
| <input type="checkbox"/> Freestanding | | |
| <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"/> Other (Specify): | |
| <input type="checkbox"/> Side of building | <input type="checkbox"/> Front of building | <input type="checkbox"/> Rear of building |

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

| | Feet | Inches | Decimal | Total |
|--------|-----------------|--------|---------|-------|
| Height | | | | |
| Width | | | | |
| | Total Sq. Feet: | | | |

Total Signage Area: _____ square feet **(CAN NOT be bigger than 32 square feet!)**

By signing below, you agree to abide by Title 14 of the Elizabethton Municipal Code which states a temporary sign can have a height no taller than 10 feet, there can only be one temporary sign, it cannot be illuminated, it cannot be displayed more than 60 days (and cannot be renewed until 30 days after the 60 day limit), and must be setback 5 feet from the property line. You also agree to pay a \$50.00 permit fee upon submission of this application.

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

Codes Approval:

Codes Enforcement Approval Signature

_____/_____/_____
Date

Comments: