





# City of Tullahoma

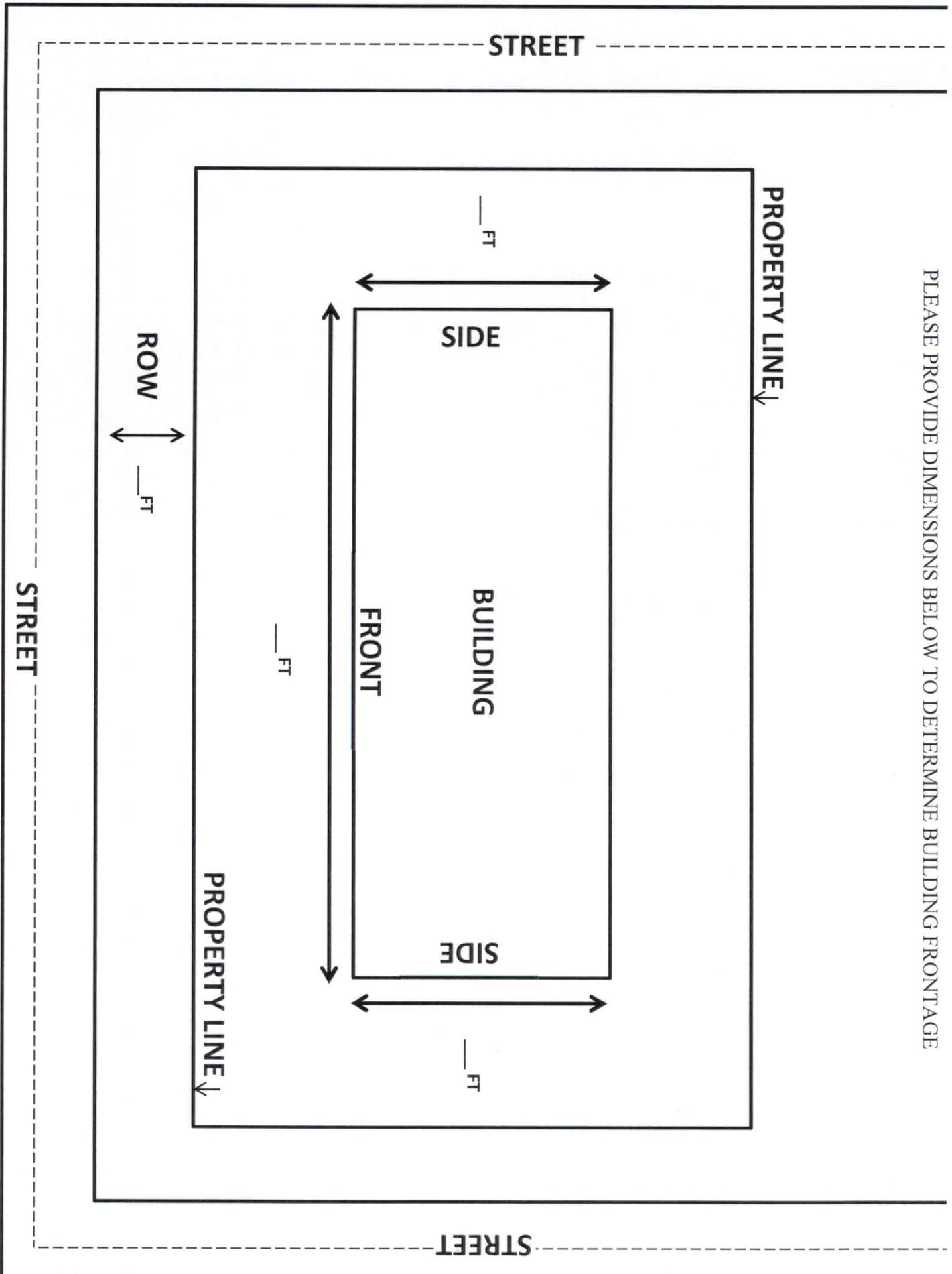
## Department of Planning & Codes

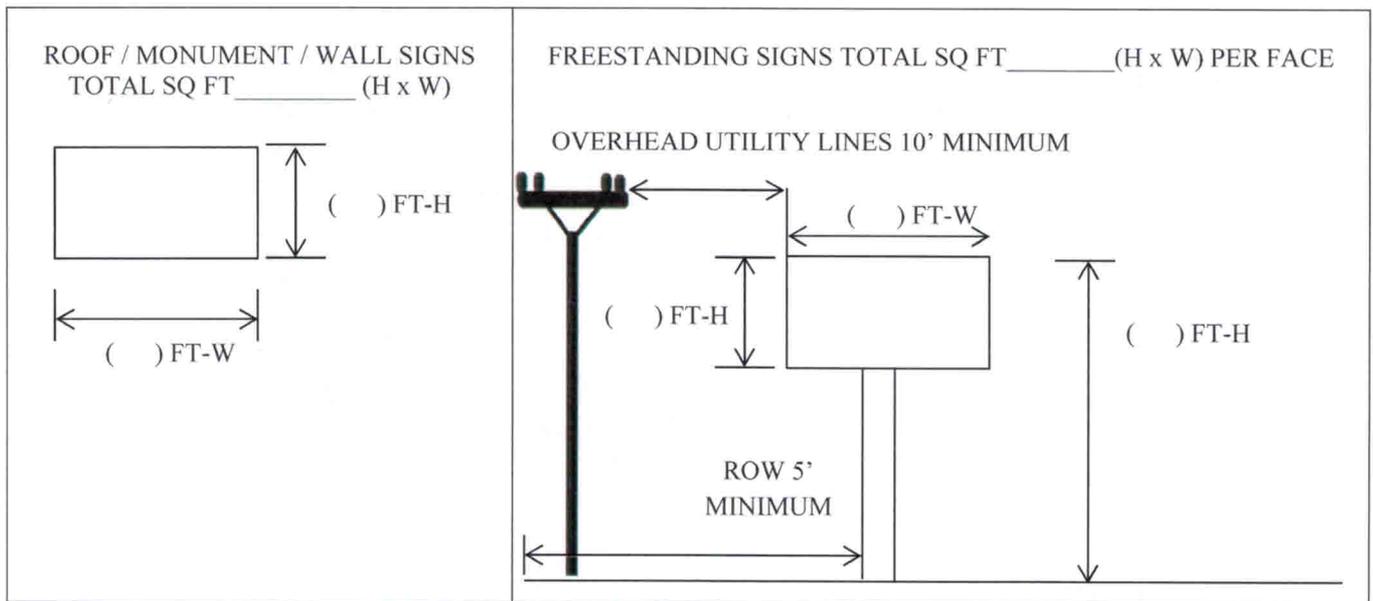
321 N. Collins Street, Tullahoma, TN 37388  
Phone: 931-455-2282 FAX: 931-454-1765

### Sign Permit Check List

SITE ADDRESS	
OCCUPANT/BUSINESS NAME	
<i>An application for a sign permit shall be made upon forms provided by the Tullahoma Planning &amp; Codes Department and shall include the following information.</i>	
THE FOLLOWING IS REQUIRED PER SIGN TYPE	
SIGNS ATTACHED TO A BUILDING OR STRUCTURE REQUIRE:	
_____ A DIMENSIONAL SKETCH SHOWING THE POSITION OF THE SIGN IN RELATION TO THE BUILDING OR STRUCTURE TO WHICH IT WILL BE ATTACHED. <i>The linear footage of the building frontage and signs in existence at the time of application shall be included. Mansard roof signs shall submit plans to show compliance with the applicable provisions of the adopted International Building Code as amended.</i>	
TOTAL SQ FT OF EXISTING SIGNAGE: _____ (IF APPLICABLE)	
PERMANENT GROUND SIGNS REQUIRE:	
_____ OWNER OR CONTRACTOR WILL PROVIDE A TWO DIMENSIONAL PLAN SHOWING THE HEIGHT, SHAPE, AND DISPLAY SURFACE AREA.	
_____ FOUNDATION AND STRUCTURAL PLANS. (IF SIGN HEIGHT EXCEEDS 10')	
_____ SITE PLAN SHOWING LOCATION OF SIGN ON LOT. (SHOW WITH DIMENSIONS)	
ILLUMINATED SIGNS / SIGNS REQUIRING ELECTRICAL POWER:	
_____ SIGN INSTALLER SHALL OBTAIN AN ELECTRICAL PERMIT(S) FOR INSPECTION PRIOR TO SIGN PERMIT ISSUANCE.	
_____ DETAILED PLANS TO DETERMINE COMPLIANCE WITH APPLICABLE ELECTRICAL CODES.	
SIGN PERMIT FEES:	
• \$20 PLUS \$1 PER SQUARE FOOT OF SURFACE AREA DISPLAY FOR PERMANENT SIGNS.	
• \$30 FOR TEMPORARY SIGNS.	
• NO PERMIT FEE SHALL BE REQUIRED FOR THE DEMOLITION, REMOVAL OR RELOCATION OF ANY SIGN OR SIGN STRUCTURE.	
ESTIMATE OF VALUATION OF WORK (Materials and Labor)	PERMIT FEE
\$ _____	\$ _____

PLEASE PROVIDE DIMENSIONS BELOW TO DETERMINE BUILDING FRONTAGE





**TO BE READ BY APPLICANT:**

Any information that the applicant has set forth in this application that is false or misleading may result in the rejection of this application. A condition for the issuance of this permit is that the proposed construction will comply at all times with the plans as approved by the Tullahoma Planning & Codes Department. I hereby declare and affirm, under the penalty of perjury, that all matters and facts set forth in this sign permit application are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Compliance Reviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Planning & Codes Director

\_\_\_\_\_  
Date

APPROVED \_\_\_\_\_

APPROVED WITH NOTES \_\_\_\_\_

DENIED \_\_\_\_\_

NOTES OR REASON DENIED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_