



**CITY OF TULLAHOMA**  
**PLANNING & CODES DEPARTMENT**  
 PO Box 807, 321 North Collins Street, Tullahoma, TN 37388  
 P: 931-455-2282 F: 931-454-1765 www.tullahomatan.gov

## Sign Permit Application

### TYPE OF SIGN

- Permanent Sign       Temporary Sign       Special Event Sign

NOTE: Drawing of proposed sign with dimensions must be attached to permit application.

### LOCATION OF SIGN

Street Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### APPLICANT INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### INSTALLER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### PERMANENT SIGN INFORMATION

- Building/Wall       Freestanding/Pole       Canopy/Awning       Illuminated

- Ground/Monument       Face Change Only       Non-Illuminated       Relocate

Sign Dimensions:

Length: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches

Width: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches

Height: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches  
(measured from top of sign to grade)

Number of Faces: \_\_\_\_\_

Building Frontage : \_\_\_\_\_ Feet

Sign Area: \_\_\_\_\_ Square Feet

Total Area of allowed signs on building / premises: \_\_\_\_\_ Square Feet

Total Area of existing signs currently on building / premises: \_\_\_\_\_ Square Feet

Total Area of proposed signs on building / premises: \_\_\_\_\_ Square Feet

Estimated Valuation of Proposed Sign \$ \_\_\_\_\_

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## TEMPORARY SIGN INFORMATION

Location:  Public Right-of-Way  Private Property

Sign Installation Date: \_\_\_\_\_ Sign Removal Date: \_\_\_\_\_

(Not to exceed thirty (30) days)

Sign Dimensions:

Length: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches

Width: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches

Height: \_\_\_\_\_ Ft. \_\_\_\_\_ Inches  
(measured from top of sign to grade)

Number of Faces: \_\_\_\_\_

Building Frontage : \_\_\_\_\_ Feet

Sign Area: \_\_\_\_\_ Square Feet

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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 the sign permit application are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

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## APPROVALS

\_\_\_\_\_  
Building Review

\_\_\_\_\_  
Date

\_\_\_\_\_  
Zoning Review

\_\_\_\_\_  
Date

APPROVED

APPROVED WITH CONDITIONS

\*DENIED

CONDITIONS: \_\_\_\_\_

\*If application is denied, a written notice of denial must be provided to the applicant.

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## SIGN PERMIT FEES

- The fee for all signs not exempt from the fee shall be twenty dollars(\$20.00) plus one dollar (1.00) per square foot of surface area display; except for portable temporary signs, the fee shall be a flat rate of thirty dollars (\$30.00).
- For the relocation, or moving of any sign or sign structure, the fee shall be thirty dollars (\$30.00), except that no fee shall be required if such move is being made in order to comply with this chapter where prior to such move the sign was legally nonconforming. To relocate on a different lot of record the other provisions of this section shall apply.
- For the demolition of any permanent sign or sign structure, the fee shall be thirty dollars (\$30.00), except that no fee shall be required if such demolition is being made in order to remove a legal nonconforming permanent sign.

\*\*\*\*\* OFFICE USE ONLY \*\*\*\*\*

Permit # \_\_\_\_\_

Temporary Sign Permit Fee \$30.00

Relocated Sign Permit Fee \$30.00

Sign Permit Review Fee \$20.00

Failure to Obtain Permit Fee \$20.00

Total Square Feet of Signage \_\_\_\_\_

Total Sign Permit Fee \$ \_\_\_\_\_



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## OWNER AUTHORIZATION

Project Address \_\_\_\_\_

Mall Name \_\_\_\_\_ Suite# \_\_\_\_\_  
(Commercial & Industrial)

Subdivision \_\_\_\_\_ Lot# \_\_\_\_\_

I am the legal owner of the property at the address listed above in the city limits of Tullahoma, TN 37388 as shown on the Tax Records at the Coffee County Register of Deeds or by submitted document confirming proof of legal ownership.

The **AUTHORIZED AGENT** or **CONTRACTOR** listed below has permission to perform the work on the property as submitted on the permit application(s).

\_\_\_\_\_  
Authorized Agent or Contractor Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Property Owner Address

\_\_\_\_\_  
Property Owner City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Printed Name