

**CITY OF OAK RIDGE
COMMUNITY DEVELOPMENT DEPARTMENT
SIGN PERMIT APPLICATION**

ADDRESS OF PROPOSED SIGN(S) _____

BLOCK _____ PARCEL _____ ZONING DISTRICT _____

APPLICANT IS: (CIRCLE ONE)

OWNER LESSEE CONTRACTOR OTHER (Please specify) _____

APPLICANT'S NAME _____

MAILING ADDRESS OF APPLICANT _____

PHONE NUMBER FOR CONTACT _____

NAME OF PROPERTY OWNER (IF DIFFERENT FROM APPLICANT) _____

ADDRESS OF OWNER _____ CITY/STATE _____

PHONE NUMBER OF OWNER (IF DIFFERENT FROM APPLICANT) _____

SIGN DESIGNER

NAME _____ ADDRESS _____

CITY/STATE _____ PHONE _____

SIGN INSTALLER

NAME _____ ADDRESS _____

CITY/STATE _____ PHONE _____

SIGN SPECIFICS

Building Frontage _____ Linear Feet

Sign Type (Include all that apply and indicate how many of each type of sign proposed)

___ Ground ___ Pole ___ Wall ___ Window ___ Directional ___ Identification ___ Roof ___ Entry Sign

Size of Each Individual Proposed Sign(s) _____

Total Area of Sign(s) In Square Feet _____

Number and Type of Existing Sign Structures on Parcel (Please explain whether existing signs are to remain or to be removed) _____

Lighting: ___ Internal ___ External Type _____

NOTE: An electrical permit shall be obtained by a licensed electrical contractor at the time of the sign permit for all lighted signs.

NOTE: APPLICANT SHALL ATTACH TWO (2) SETS OF SCALED DRAWINGS OF THE PROPOSED SIGN(S) AND A SITE PLAN INDICATING THE LOCATION, MATERIAL, FINISHES, AND COLORS OF THE PROPOSED AND EXISTING SIGN(S). INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED BY CITY STAFF UNTIL COMPLETION.

In making an application for a sign permit, the applicant states that the information given is, to the best of his/her knowledge, true and accurate. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of fact, either with or without intention on the part of the applicant, which might, if known, cause a denial of this application, or any alterations or change in plans is made without the permission of the Sign Administrator subsequent to the issuance of the sign permit, such shall constitute grounds for revocation and nullification of such permit and the removal of any sign which has been constructed. Also note, if construction is not begun within six (6) months from the date the permit is issued the permit will be void. Issuance of a permit SHALL NOT be held to permit or to be an approval of the violation of any provisions of any of the City Ordinance(s).

Signature of Applicant

Date

Signature of Property Owner

Date

*****FOR DEPARTMENT USE ONLY*****

Applicable Sign Section(s) _____

Approved by

Date

Estimated Value \$ _____

Fee Amount \$ _____

Receipt No. _____

Verified by _____ (initials)

Date Received _____

Final Inspection by _____ Date _____ Results _____