

Sign Permit No. _____

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

ADDRESS OF PROPOSED SIGN(S): _____

BUSINESS NAME: _____

APPLICANT

CIRCLE ONE: OWNER LESSEE CONTRACTOR OTHER _____

NAME: _____ PHONE: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

EMAIL ADDRESS: _____

PROPERTY OWNER

NAME: _____ PHONE: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

SIGN DESIGNER

NAME: _____ PHONE: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

SIGN INSTALLER

NAME: _____ PHONE: _____

MAILING ADDRESS: _____ CITY/STATE/ZIP: _____

SIGN SPECIFICS

NUMBER OF SIGNS AND SIGN TYPE (*Indicate how many of each type of sign is proposed*)

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

Size of Each Individual Proposed Sign: _____

Total Area of All Sign(s) In Square Feet: _____

Number, Type and Size of Existing Sign(s) on Parcel (Explain if sign will remain, be replaced, or be removed)

PRIMARY BUILDING FRONTAGE: _____ Linear Feet ESTIMATED VALUE: \$ _____

IS ILLUMINATED SIGN: YES NO INTERNAL _____ EXTERNAL _____

ELECTRICAL PERMIT NO.*: _____ LIGHTING TYPE: _____

**NOTE: An electrical permit shall be obtained by a licensed electrical contractor at the time of the sign permit for lighted signs. Panel replacements only, with no change to the existing wiring, do not require an electrical permit.*

**APPLICATIONS MUST INCLUDE 2 SETS OF SCALED DRAWINGS OF THE PROPOSED SIGN(S);
SITE PLAN INDICATING THE LOCATION, MATERIAL, FINISHES, AND COLORS OF THE
PROPOSED AND EXISTING SIGN(S); AND AN ELECTRICAL PERMIT (IF APPLICABLE).
INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED BY CITY STAFF.**

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 (required) Date

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

Block: _____ Parcel: _____ Zoning District: _____ Sign District: _____

Applicable Sign Section(s) _____

Approved by Date

Fee: \$ _____ Receipt No. _____ Verified by: _____ (initial) Date Received: _____

Final Inspection by: _____ Date: _____ Results: _____