MONUMENT AND FREE STANDING SIGN PERMIT APPLICATION

Sumner County Building Codes
355 N. Belvedere Dr. Room #208
Gallatin Tennessee 37066
Phone (615) 452-1467 - Fax (615) 451-1154

I. Applicant Information

Date	Applicant/ Contact Name	Email
Relationship to Project	Contact Phone #	
☐ Owner ☐ Contractor		

II. Property Information

Owner	Project Address		Plat Book		Page #	
City	State	Zip Code	Map	Group	Parcel	Lot size
Site and Business Information	Address					

III. Sign Contractor Information (as applicable)

General Contractor	Address	Phone #	☐ N/A
State License #	Exp. Date		
Electrician * For Illuminated Signs *	Address	Phone #	☐ N/A
State License #	Exp. Date		

IV. Monument Sign Details

Type of Sign				
Awning ☐	Monument ☐	Projecting ☐	Wall ☐	Other ☐
☐ Exterior Illumination	☐ Interior Illumination	Wattage Per Fixture		
☐ No Illumination				
Sign Height	Sign Width	Sign Depth	Height of Sign Less Base	
Monument Base Construction:	Brick ☐	Stone ☐	E.I.F.S ☐	Stuco ☐ Other ☐
Monument Dimensions	Height	Width	Total Sq Ft:	
Sign Area Sq Ft:	Distance from Sidewalk to bottom of Sign			

A copy of the following items below must accompany this application for issuance of a permit.	
	Recorded deed of property showing transfer of the property. (deed of trust is not acceptable) **Room# 201**
	Electrical Permit issued by the state of Tennessee if electrical will be installed
	Site plan; must show size of lot, size of proposed improvement, distance to property lines, location of any other structures on the lot and street from where the property is accessed.

	Zoning and Compliance Permit obtained from Development Services in Room #202
	Copy of contractor's license, Certificate of Liability made out to Sumner County, and Proof of Workers Comp. insurance.
	To scale Sign Construction plans which include notes on height, materials and colors. If application is for a Commercial Sign, construction plans must be stamped by an architect.

Office use only

Zoning District	☐ Rural Residential	☐ RPUD	☐ Commercial	☐ Industrial	
Lot Size		Plat Book		Page #	
Required Set Backs	Front Yard		Side Yard		Rear Yard	
Flood Plain Area	☐ Yes	☐ No	Flood Map Reference:		

Permit Approved	☐	With Conditions	
Permit Denied	☐	Reason for Denial	
Correction Approved		Signature	Date

Impact Fee Taxation Area	A	B	C	D	Exempt
Construction Value	$				

Notes	

Permit Fee	$
Impact Fee	$
Total	$

Warning: *Sumner County will rely upon the representations in the application in issuing the permit. The issuance of a permit does not authorize construction on or use of any property in violation of zoning restrictions. Any misrepresentations on this application will render the permit void.* ***Once the application has been approved, no fees will be refunded. By signing this document, you are verifying that you received a copy of this permit.***

R 105.6 Suspension or revocation (of permit). The building official is authorized to suspend or revoke a permit issued under the provisions of this code whether the permit is issued in error or based on incorrect, inaccurate or incomplete information, or in violation of any ordinance or regulation or any of the provisions of this code.

Applicant Signature _____ Date _____

Permit Reviewer Signature _____ Date _____