

**FLAG POLE PERMIT**  
**Murfreesboro City Code 25 ¼ - 26**  
**APPLICATION FOR PLAN REVIEW**

City of Murfreesboro  
Building & Codes Department  
P.O. Box 1139, 111 W. Vine Street  
Murfreesboro, TN 37133-1139

Telephone: (615) 893-3750  
Voice/TDD: (615) 849-2689  
Web site: murfreesborotn.gov

**There is no fee charged for a flag pole permit.**

**A copy of the sign ordinance can be downloaded from the City of Murfreesboro web-site: murfreesborotn.gov.**

**Applications may be transmitted electronically, by mail or personal delivery to: [Tstevens@murfreesborotn.gov](mailto:Tstevens@murfreesborotn.gov). FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Sign Contractor: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone # \_\_\_\_\_

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

Property Owner's Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**CLASS OF WORK:** \_\_\_ New \_\_\_ Alteration \_\_\_ Relocation \_\_\_ Demolition \_\_\_ Reconstruct  
**RESIDENTIAL FLAG SIGNS:**

\_\_\_ Residential Zones (RS, RD, RZ, RM-12, RM-16, RM-22, R-MO, OG, CM, CL, CU, P, CM-R, CM-RS8, PND, PRD and Residential uses of PUD)

**Permanent Flag signs:** (Non-Commercial only, hoisted on a flag pole)

Ground Mounted \_\_\_ Wall Mounted Vertical \_\_\_ Wall Mounted Outrigger \_\_\_

Number: \_\_\_ (3 max.)

Size: \_\_\_ (40 sq. ft. max. any one flag sign) (98 sq. ft. max. total flag signage)

Setback: \_\_\_ Rights of Way (5' minimum) \_\_\_ Power Lines (8' minimum)

Height: \_\_\_ (35' max. if ground mounted) (20' max. if Wall Mounted Vertical)

(16' max. if Wall Mounted Outrigger)

**Entrance Flag signs:**

Ground Mounted \_\_\_

Number: \_\_\_ (4 per entrance maximum, 8 flags maximum per lot)

Size \_\_\_ (40 sq. ft. maximum)

Setback: \_\_\_ Rights of Way (5' minimum) \_\_\_ Power Lines (8' minimum)

Height: \_\_\_ (35' maximum)

**COMMERCIAL FLAG SIGNS:**

\_\_\_ Commercial Zones (CH, H-I, LI, CF, CBD, GDO, PCD, PID and Non-Residential PUD)

**Permanent Flag Signs:** (hoisted on a flag pole)

Ground Mounted \_\_\_ Wall Mounted Vertical \_\_\_ Wall Mounted Outrigger \_\_\_

Number: \_\_\_ (3 max.)

Size: \_\_\_ (150 sq. ft. max. any one flag sign) (230 sq. ft. max. total flag signage)

Setback: \_\_\_ Rights of Way (20' minimum) \_\_\_ Power Lines (8' minimum)

Height: \_\_\_ (50' max. if ground mounted) (20' max. if Wall Mounted Vertical)

(16' max. if Wall Mounted Outrigger)

Printed Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FLAG POLE PERMIT APPLICATION (continued):**

**Project Address:** \_\_\_\_\_

**Illumination\*\* A separate electrical permit is required to be obtained prior to sign permit issuance for all illumination for Flag Signs. Electrical Permit \_\_\_\_\_ Yes \_\_\_\_\_ No**

\*\*Illumination for all Flag Signs is to be Indirect only and must not direct glare into any building on any other Property.

**The Illuminated Signs which are included in this application for permit are listed in accordance with the National Electric Code. The listing Number(s) are:** \_\_\_\_\_

\*\* Neither the flag or flagpole or other support may extend over the public rights of way.

\*Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

**VALUATION:** \$ \_\_\_\_\_ **State General Contractors License #** \_\_\_\_\_

*(Valuation is defined as the total cost of all signage together with construction and installation, including all materials, labor, site preparation, design fees, overhead and profit)*

**Description of work to be performed:** \_\_\_\_\_

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Printed Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FLAG POLE PERMIT APPLICATION (continued):**

**Project Address:** \_\_\_\_\_

**TN ONE CALL CONFIRMATION#:** \_\_\_\_\_ (Call #811 before you dig)

**Date Utilities are to be marked** \_\_\_\_\_

**FLAG POLE PERMIT REQUIREMENT CHECKLIST**

\_\_\_\_\_ Lighting specifications

\_\_\_\_\_ Consent of adjoining landowner if flag sign will extend over property line

\_\_\_\_\_ **(1) Ground Mounted Flag Poles <16' in height**

Two dimensional sketches showing:

\_\_\_\_\_ Location of flag pole on site

\_\_\_\_\_ Height of flag pole

\_\_\_\_\_ Shape and extended dimensions of flag(s)

\_\_\_\_\_ Setbacks from rights-of-way and power lines

\_\_\_\_\_ Location of any underground or surface easements

\_\_\_\_\_ **(2) Ground Mounted Flag Poles 16' to < 35' in height**

\_\_\_\_\_ All requirements for flagpole < 16' in height

\_\_\_\_\_ Two dimensional sketches of the foundation of the flag pole

\_\_\_\_\_ **(3) Ground Mounted Flag Poles 35' or > in height**

\_\_\_\_\_ All requirements for flag poles < 35' in height

\_\_\_\_\_ All plans must be drawn to scale

\_\_\_\_\_ All plans must be sealed by a registered Tennessee Engineer (or pre-engineered by a flag pole manufacturing company) with windloads specified in accordance with applicable provisions of the adopted International Building Code as amended.

\_\_\_\_\_ **(4) Wall Mounted Vertical or Outrigger Flag Poles**

Two dimensional sketches showing:

\_\_\_\_\_ Location and position of the flag pole with respect to the building or structure to which it will be attached

\_\_\_\_\_ Height or length and angle of the flag pole

\_\_\_\_\_ Shape or extended dimension of the flag sign

\_\_\_\_\_ Distance from the lowest point of the flag sign to the ground or other surface directly beneath such lowest point

\_\_\_\_\_ All plans must be drawn to scale

\_\_\_\_\_ All plans must be sealed by a registered Tennessee engineer (or pre-engineered by a flag pole manufacturing company) with wind loads specified in accordance with applicable provisions of the adopted International Building Code, as amended.

\_\_\_\_\_ **(5) Field Markings by Applicant at time of Application**

\_\_\_\_\_ Flag pole location must be marked by stake or other similar manner for a location inspection.

\_\_\_\_\_ Tennessee One Call Confirmation #. (Dial 811)

Printed Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**FLAG POLE PERMIT APPLICATION (continued):**

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

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local ordinance regulating construction or the performance of construction.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE SIGNED

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
TITLE

\*\* An electrical permit for final connection to sign must be obtained prior to sign permit issuance.

**FOR OFFICE USE ONLY**

*Staff Comments/Conditions:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zone District: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

Reason:

Incomplete/Not Accepted: \_\_\_\_\_

Date: \_\_\_\_\_