

ON-SITE PERMANENT SIGN
Murfreesboro City Code 25 ¼ - 26
APPLICATION FOR PLAN REVIEW
(EXCEPT PSO DISTRICTS and INTERSTATE ON-SITE SIGNS)

City of Murfreesboro
Building & Codes Department
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Plan Review Application Will Not Be Accepted Without a Complete Application and Required Plans – See Page 3. Signs located in the GDO and Planned Districts may require additional plans as determined by the Planning Commission.

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:
Sheila Lilly– slilly@murfreesborotn.gov

DO NOT SUBMIT APPLICATIONS DIRECTLY TO THE SIGN INSPECTORS

Project Address: _____ Project Name: _____

Applicant Name: _____ Phone #: _____ Fax #: _____ email: _____

Sign Contractor Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____ State Lic. #: _____

Property Owner's Name: _____ Phone #: _____ Fax #: _____ email: _____

Address: _____ City: _____ State: _____ Zip: _____

CLASS OF WORK: ___ New ___ Alteration ___ Relocation ___ Demolition ___ Reconstruct

VALUATION: \$ _____ **TN ONE CALL CONFIRMATION#:** _____

(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)

ZONING CLASSIFICATION GROUP(S) AND USE OF BUILDING(S):

_____ **Residential Zone (RS, RD, RM-12, RM-16, RM-22, RZ, and PRD Districts)**

- _____ Home Occupation
- _____ Bed & Breakfast Inn
- _____ Commercial or Noncommercial
- _____ Single Tenant
- _____ Multi-Tenant Complex

_____ **Commercial Zone (OG, CM, CL, P, CM, R, CM, RS, 8 and PND Districts); or**

_____ **Commercial Zone (Central Business District)**

- _____ Single Tenant
- _____ Multi-Tenant Complex

Printed Applicant Name:

Signature:

Date:

Printed Applicant Name: _____

Signature: _____

Date: _____

ON-SITE PERMANENT SIGN APPLICATION (continued):

Project Address: _____

- _____ Commercial or Industrial Zone (CH, H-I, L-I, CF Districts); or
- _____ Commercial or Industrial Zone (PCD, and PID Districts); or
- _____ Overlay Zone (BP and GDO – 2); or
- _____ Overlay Zone (GDO – 1, 3 and 4 and PUD Districts)
- _____ Single Tenant
- _____ Multi-Tenant Complex - Separate Outside Entrances
- _____ Multi-Tenant Complex - Common Outside Entrances

Planned Sign Overlay (PSO) – See PSO Application

USE OF SIGN(S):

- _____ Tenant Sign
- _____ Complex Sign
- _____ Development ID
- _____ Building Identification Sign (GDO 1, 3 Overlay Zones Only)
- _____ Routing Sign (GDO 1, 3 Overlay Zones Only)

TYPE OF SIGN(s):

- _____ Attached
- _____ Cabinet
- _____ Channel Letters
- _____ Reverse Channel Letters
- _____ Ground
- _____ Freestanding Wall Sign (Monument)
- _____ Outline Lighting
- _____ Strip Lighting
- _____ Canopy Sign
- _____ Building Material Sign

ILLUMINATION (Electrical Permit required): _____ YES _____ NO

- _____ Internally
- _____ External (Indirect)
- _____ Push Thru Style (Internal illumination of a sign such that only the letters or graphics are illuminated. This includes cabinet sign, channel letters and reverse channel letters)

Detailed Description of sign(s) proposed (Include dimensions and square footage of each sign, height, detailed lighting information, etc.. Please do not say “See attached”): _____

NOTE: Electronic Message Center Signs are Prohibited. See prohibited signs, Murfreesboro City Code Sec. 25 ¼-24. Signs not expressly allowed are prohibited.

ON-SITE PERMANENT SIGN APPLICATION (continued):

Project Address: _____

PLAN REQUIREMENT CHECKLIST

PROJECT NAME: _____

Plan Review Application Will Not be Processed without the Following Information; check to show compliance.

• **Attached Signs**

- _____ (1) *Dimensioned building elevation* indicating
 - _____ Position of the proposed sign in relation to the building
 - _____ Linear feet of the building frontage (Single Occupants)
 - _____ Tenant frontage (Multi-tenant Complexes)
 - _____ Height of the proposed sign on the building
 - _____ All existing attached signage (Single Occupants) or occupant signage (Multi-tenant Complexes)
- _____ (2) *Dimensioned proposed sign plan* indicating
 - _____ Height
 - _____ Shape
 - _____ Display surface area of the sign
 - _____ Facing material specifications
 - _____ Lighting specifications
- _____ (3) *Dimensioned sign site plan* indicating:
 - _____ Site Specific Location of the proposed sign
 - _____ Building setbacks from the rights-of-way

• **Ground or Freestanding wall signs:**

- _____ (1) *Dimensioned and scaled sign plan* indicating
 - _____ Height
 - _____ Shape
 - _____ Display surface area of the sign
 - _____ Foundation and structural framing members of the proposed sign
 - _____ Facing material specifications
 - _____ Lighting specifications
- _____ (2) *Dimensioned and scaled site plan* indicating
 - _____ Street frontage
 - _____ Site specific location of the proposed sign
 - _____ Setbacks from the rights-of-way
 - _____ Easements and power lines
 - _____ Spacing from all existing ground signs
 - _____ Property pin locations
- _____ (3) *Field markings by applicant at time of application*
 - _____ Leading edge of sign location marked by stake and white paint line
 - _____ Utilities marked by Tennessee One-Call (811)
 - _____ Property pin locations or Certification of Sign Placement by Registered TN Engineer or Surveyor

Plans required for sign alterations will be based on the type of alteration.

NOTE: Generic plans will not be accepted. Colored original illustrations of the actual signs (s) to be installed must be provided. Faxed submittals will not be accepted.

It is the responsibility of the applicant to request a location inspection prior to permit issuance, a footing inspection and a final inspection.

ON-SITE PERMANENT SIGN 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: _____

Incomplete/Not Accepted: _____

Date: _____