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. 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

REIDENTIAL FLAG SIGNS:
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)
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:________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
FLAG POLE PERMIT APPLICATION (continued):

Project Address: __________________________

TN ONE CALL CONFIRMATION#: ___________________________ (Call #811 before you dig)

Date Utilities are to be marked __________________________

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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 wind loads 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)
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: ___________________________