INTERSTATE ON-SITE PERMANENT GROUND SIGN(s)
Murfreesboro City Code 25 ¼ - 26
PLAN REVIEW APPLICATION

City of Murfreesboro       Telephone:  (615) 893-3750
Building & Codes Department Voice/TDD:  (615) 849-2689
P.O. Box 1139, 111 W. Vine Street Web site:  murfreesborotn.gov
Murfreesboro, TN 37133-1139

Plan Review Application Can Not Be Accepted without a Completed Application with Required
Information, Renderings and Plans.

Applications may be transmitted electronically, by mail or personal delivery to:
Teresa Stevens – tstevens@murfreesborotn.gov  FAXED APPLICATIONS WILL NOT BE ACCEPTED.

Project: _______________________________Project Address:________________________________________ Zip______
Applicant:__________________________Address:_________________________________________________ Zip______
City:________________________________State: _______Zip: _______ Phone #:____________________________
Email: __________________________________________________________
Sign Contractor:________________________Address:________________________________________________
City:________________________________State: _______Zip: _______ Phone #:____________________________
Email: __________________________________________________________
Property Owner:________________________Address:________________________________________________
City:________________________________State# _____Zip: _______ Phone #___________________________
Email: __________________________________________________________
CLASS OF WORK:    ____ New    ____ Alteration    ____ Relocation    ____ Demolition

In order to qualify for an Interstate On-Site Sign ALL of the following conditions must exist; check
to show compliance.

____ A ground sign; not to exceed 200 sq. ft. in area and 50’ in height;
____ Setback a minimum of 10’ from Rights-of-Way and 10’ from power lines;
____ Located within a CH, HI, LI or CF District;
____ Located within 2,000’ radius of the center of Interstate 24 interchange;
____ On a Lot which has a minimum road frontage of 200’;
____ Shall not be located within 300’ of a residential zone;
____ All signs located on the lot shall be non-illuminated, internally or indirectly illuminated;
____ Attached building signs on the lot shall not exceed 55’ in height;
____ The applicant will provide an “as built” survey by a Tennessee registered engineer verifying the
size and height of the sign.

Page 1 of 5
INTERSTATE ON SITE PERMANENT SIGN APPLICATION (continued):

Project Address: ______________________________

ILLUMINATION ** A separate electrical permit for final connection to a sign is required to be obtained prior to sign permit issuance.
Electrical Permit required: _____ YES _____ NO
____ External (Indirect) _____ Non-Illuminated
_____ Push Thru Style (Internal illumination of a sign such that only the letters or graphics are illuminated.)
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:__________________________________________

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)

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

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

NOTE: Electronic Message Center Signs as defined by the Murfreesboro Sign Ordinance are Prohibited. See prohibited signs, Murfreesboro City Code Sec. 25 ¼-24. Signs not expressly allowed are prohibited.
INTERSTATE ON SITE PERMANENT SIGN APPLICATION (continued):

Project Address: _____________________________

PLAN REQUIREMENT CHECKLIST

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

NOTE: Generic plans will not be accepted. Color Original illustrations of the actual sign (s) to be installed must be provided.

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

Date Utilities will be marked _________________________

Scaled and Dimensional sign plan prepared and sealed by a registered TN engineer,
indicating:

______ Height
______ Display surface area of the sign
______ Foundation including structural specifications
______ Sign materials specifications
______ Wind load design
______ Sign Lighting specifications

Scaled and Dimensional site plan prepared and sealed by a registered TN engineer,
indicating:

______ Linear measurement of Street frontage
______ Location of proposed sign on the site
______ Setbacks from the rights-of-way
______ Utilities and Easements
______ Spacing from all existing ground signs on lot of record to remain
______ Sign survey showing the sign is located within 2000’ radius of the center of Interstate 24 interchange
______ Sign Survey showing the sign is not located within 300’ of a residential zone
______ Verification that all attached signs on the lot do not exceed 55’ in height
______ Landscape screening around the base of the sign, specify plant materials and size

Field markings by applicant

______ 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

****A location inspection will be performed at the time of application submittal.
****It is the responsibility of the applicant to request a footing inspection and a final inspection.
FINAL INSPECTION DEPOSIT AGREEMENT

Project Name: ________________________________

THIS AGREEMENT MUST BE SIGNED PRIOR TO THE ISSUANCE OF A SIGN PERMIT

By signing this Agreement and by making the required deposit, the Applicant (and Depositor, if different) agrees that the project will be completed and a final inspection will be requested in accord with the terms and conditions of the Sign permit, as amended or extended. In the event that the terms and conditions contained in the Sign Permit are not completed/corrected/fulfilled within the time specified, the deposit will be forfeited. In addition, unless the Applicant can prove good cause to the Director, Building and Codes department, the Applicant will not be eligible for any other sign permits until the project as passed final inspection. Forfeiture of the deposit does not constitute authority to violate or to continue to violate or to set aside any provisions of the codes or ordinances of the City, and the City shall be entitled to enforce such codes or ordinances by any available means.

It is the responsibility of those signing this Agreement to request all inspections when work is complete and all requirements have been satisfied.

Application Date: ______________  Permit Number: __________________ Required Completion Date: __________

Project Address: ________________________________

Owner of Business:  Permit Applicant:

Name: ________________________________  Name: ________________________________

Address: ________________________________  Address: ________________________________

Phone: ________________________________  Phone: ________________________________

Designated Contact Person: ________________________________  Phone: ________________________________

SIGNATURE OF APPLICANT  PRINTED NAME  DATE

SIGNATURE OF DEPOSITOR, IF DIFFERENT  PRINTED NAME  DATE

FOR OFFICE USE ONLY:

REFUNDABLE DEPOSIT: $75.00  ISSUE DATE: ____________________

INVOICE NUMBER:  COMPLETION APPROVAL DATE: ____________________

Page 4 of 5
INTERSTATE 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

FOR OFFICE USE ONLY

Staff Comments/Conditions: __________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Zone District: ___________  Total Square Footage: ___________  Overall Height: ___________

Approved: ____________________________  Date: ____________________________

Disapproved: _________________________  Date: ____________________________

Explanation:

Incomplete/Not Accepted: _________________  Date: ____________________________

Items needed:

Application Page 5 of 5

Revised 5/29/07/Revised 7/14/15 Revised 7/11/2017: Revised 3/7/18