

County of Shelby Application for Sign Permit

Permit #: _____

Date: _____

Project Name: _____ Parcel ID: _____
Address: _____ City/St: _____ Zip: _____

Directions: _____

Property Owner: _____ Telephone: _____
Address: _____ City/St: _____ Zip: _____
Fax: _____ E-mail: _____

Applicant: _____ Telephone: _____
Address: _____ City/St: _____ Zip: _____
Fax: _____ E-mail: _____
(If applicant is not property owner, attach notarized authorization allowing applicant to apply and receive correspondence on behalf of owner.)

Sign Contractor: _____ Telephone: _____
Address: _____ City/St: _____ Zip: _____
Fax: _____ E-mail: _____
Valuation: _____ (Sign + Installation) St/Co Business License #: _____

Electrical Contractor: _____ Telephone: _____
Address: _____ City/St: _____ Zip: _____
Fax: _____ E-mail: _____
St/Co Business License #: _____ Cert #: _____

Unincorporated: Y - N If no, what Municipality: _____

Current use of the property? _____
Previous Tenant (if applicable): _____
Certified Site Plan Name (if applicable): _____

Proposed use of the property: **Type of sign proposed:**

Agricultural Directional Flag Time and Temperature

Residential Freestanding (*Site Plan Required*)

Industrial (Describe): _____ Building (Wall)

Commercial (Describe): _____ Other (Describe): _____

Dimensions of building façade _____	Dimensions (Area) of Sign(s) _____
Sign Valuation _____	

Applicant's Signature

Date

Applicant's Printed Name

Received By

ITEMS NEEDED UPON APPLICATION FOR SIGN PERMIT

- Completed application
- Zoning approval prior to applying for permit with us in the following jurisdictions:
 - Chelsea – 678-7260
 - Columbiana – 669-5804
 - Indian Springs Village – 939-1119
- Wilsonville – 669-6180
- Wilton – 665-2021
- Section 84 State/County business license for contractors; State Electrical Contractor; City business license, if in municipality
- \$100 application fee

Plans and Specifications for any proposed sign shall be submitted in duplicate, drawn to scale, and must include the following at a minimum:

Directional Signs

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Lot frontage on all street rights-of-way
- Location of the sign in relation to property lines, public rights-of-way, easements, buildings, and other signs on the property

Flags

- Flag size and appearance
- Flag pole height
- Number of all existing flags on same parcel

All flags must be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes.

Utility

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Location of the sign in relation to property lines, public rights-of-way, easements, buildings, and other signs on the property

Freestanding Signs

- Site plan, drawn to scale, showing the following items:
 - Entire parcel
 - Lot frontage on all street rights-of-way
 - Setback lines
 - Dimensioned location of the proposed sign in relation to property lines, public rights-of-

way, easements, buildings, and other signs on the property

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, measured from finished grade
- Construction specifications
- Number, type, location and surface area of all existing signs on the same property
- Electrical specifications
- Value of the proposed sign
- Contract amount (illuminated only)

Building (Wall)

- Façade dimensions (area) of wall on which the sign is proposed to be placed
- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Location of the sign in relation to other signs on façade area of building side
- Number, type, location and surface area of all existing signs on the same property and/or building on which the sign is to be placed
- Construction specifications
- Electrical specifications
- Value of the proposed sign
- Contract amount (illuminated only)

Time and Temperature

See Freestanding or Building Sign Plans Requirements as applicable