



# CITY OF PORTLAND

PLANNING OFFICE  
 100 SOUTH RUSSELL STREET  
 PORTLAND, TENNESSEE 37148  
 Telephone 615/325-6776  
 Fax 615/325-5345

## Sign Permit Application

Permit #: \_\_\_\_\_

|  |  |
|--|--|
| <b>Prior to completing this application answer the following:</b>  |  |
| <b>Will the sign(s) (including awning, canopy, or marquee) project into the public right-of-way?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No   | <b>Will the sign(s) (including awning, canopy, or marquee) be illuminated, electrified, or will it require an electrical source?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>Have you prepared drawings indicating the size, supports and, in the case of free-standing signs, a site plan indicating location(s) of sign(s) on property relative to property lines, buildings, and paving as well as sign elevations?</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No (Required for all submittals) |  |

|                                    |         |
|------------------------------------|---------|
| <b>Business Information:</b>       |         |
| Name of Business to be identified: |         |
| Address:                           | Phone:  |
| Name of Business Owner:            | E-Mail: |

|                         |        |                      |      |
|-------------------------|--------|----------------------|------|
| <b>Sign Contractor:</b> |        |                      |      |
| Company:                |        | Contact Person:      |      |
| Address:                | City:  | State:               | Zip: |
| Phone:                  | Email: | City License Number: |      |

I hereby attest that I have provided a complete application and included all of the necessary attachments as required. I understand that if the information is incomplete and/or otherwise not provided, this application may be deferred until such time as the necessary information is provided.

\_\_\_\_\_

Signature of Person Completing & Submitting this Application



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## Sign 1

**Sign Details:**

**Proposed sign is a (circle all that apply):**  
 Business Identification    Billboard    General Service    Face Change Out    Electronic Messaging Center

|  |  |   |  |
|--|--|---|--|
| <b>Building:</b><br><input type="checkbox"/> Banner <input type="checkbox"/> Residential<br><input type="checkbox"/> Canopy <input type="checkbox"/> Roof, Integral<br><input type="checkbox"/> Marquee <input type="checkbox"/> Suspended<br><input type="checkbox"/> Projecting <input type="checkbox"/> Wall<br><input type="checkbox"/> Window | <b>Free Standing:</b><br><input type="checkbox"/> Monument<br><input type="checkbox"/> Other | <b>Illuminated or Electrified?</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Temporary?</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|--|--|---|--|

|   |  |
|---|--|
| <b>Size of sign:</b><br>Height _____ x width _____ = area _____ s/f | <b>Height of sign: (if applicable)</b><br>From ground to top of sign _____ Ft _____ In |
|---|--|

|  |  |
|--|--|
| <b>Wall area: (if applicable)</b><br>wall height _____ x wall width _____ = area _____ s/f<br>*wall area does not include door and window openings | <b>Window area: (if applicable)</b><br>window height _____ x window width _____ = area _____ s/f |
|--|--|

## Sign 2

**Sign Details:**

**Proposed sign is a (circle all that apply):**  
 Business Identification    Billboard    General Service    Face Change Out    Electronic Messaging Center

|  |  |   |  |
|--|--|---|--|
| <b>Building:</b><br><input type="checkbox"/> Banner <input type="checkbox"/> Residential<br><input type="checkbox"/> Canopy <input type="checkbox"/> Roof, Integral<br><input type="checkbox"/> Marquee <input type="checkbox"/> Suspended<br><input type="checkbox"/> Projecting <input type="checkbox"/> Wall<br><input type="checkbox"/> Window | <b>Free Standing:</b><br><input type="checkbox"/> Monument<br><input type="checkbox"/> Other | <b>Illuminated or Electrified?</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Temporary?</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|--|--|---|--|

|   |  |
|---|--|
| <b>Size of sign:</b><br>Height _____ x width _____ = area _____ s/f | <b>Height of sign: (if applicable)</b><br>From ground to top of sign _____ Ft _____ In |
|---|--|

|  |  |
|--|--|
| <b>Wall area: (if applicable)</b><br>wall height _____ x wall width _____ = area _____ s/f<br>*wall area does not include door and window openings | <b>Window area: (if applicable)</b><br>window height _____ x window width _____ = area _____ s/f |
|--|--|



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## Sign 3

### Sign Details:

**Proposed sign is a (circle all that apply):**  
 Business Identification    Billboard    General Service    Face Change Out    Electronic Messaging Center

|  |  |   |  |
|--|--|---|--|
| <b>Building:</b><br><input type="checkbox"/> Banner <input type="checkbox"/> Residential<br><input type="checkbox"/> Canopy <input type="checkbox"/> Roof, Integral<br><input type="checkbox"/> Marquee <input type="checkbox"/> Suspended<br><input type="checkbox"/> Projecting <input type="checkbox"/> Wall<br><input type="checkbox"/> Window | <b>Free Standing:</b><br><input type="checkbox"/> Monument<br><input type="checkbox"/> Other | <b>Illuminated or Electrified?</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | <b>Temporary?</b><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|--|--|---|--|

|   |  |
|---|--|
| <b>Size of sign:</b><br>Height _____ x width _____ = area _____ s/f | <b>Height of sign: (if applicable)</b><br>From ground to top of sign _____ Ft _____ In |
|---|--|

|  |  |
|--|--|
| <b>Wall area: (if applicable)</b><br>wall height _____ x wall width _____ = area _____ s/f<br>*wall area does not include door and window openings | <b>Window area: (if applicable)</b><br>window height _____ x window width _____ = area _____ s/f |
|--|--|

### Building Details:

**Subject property is a (circle one):**    Corner Lot    Interior Lot    Double Frontage Lot

|  |  |
|--|--|
| <b>Road Frontage of Lot:</b> _____ s/f<br>*Road frontage is calculated for entire lot not just the building. | <b>Square Footage of Primary Building(s):</b><br>_____ s/f |
|--|--|

|   |   |   |  |
|---|---|---|--|
| <b>Other existing sign(s) on property?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No | <b>Number of Existing Signs:</b><br>_____ | <b>Area of existing sign(s):</b><br>_____ s/f | <b>Type of existing sign(s) (circle one):</b><br>Wall    Window    Free Standing |
|---|---|---|--|

**Please also submit drawings indicating the size, supports and, in the case of free-standing signs, a site plan indicating location(s) of sign(s) on property relative to property lines, buildings, and paving as well as sign elevations?**