



**City of McMinnville
Community Development Department**

101 E. Main Street
P.O. Box 7088
McMinnville, TN 37111
www.mcminnvilletn.gov
931-473-1204

**Permit Fees:
\$100**

**PERMIT APPLICATION
Sign**

PERMITTEE: _____ **DATE:** _____

Phone: _____ Email: _____

1. LOCATION OF SIGN

Street Address: _____

City, State, Zip: _____

2. OWNER INFORMATION

First name: _____ Last name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

3. CONTRACTOR INFORMATION

First name: _____ Last name: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

4. CLASS OF WORK

New Alteration Relocation

5. TYPE OF SIGN(S)

Awning/Canopy Mansford Wall
 Billboard Monument Other _____
 Pylon/Freestanding Projecting

6. LOCATION

On Site Off-Site

7. ILLUMINATION

- No Illumination Internal External

8. FOOTING REQUIRED

- Yes No

WILL YOU REQUIRE TEMPORARY SIGNAGE AS PART OF YOUR PROJECT?

_____ Start Date _____ Stop Date (30 day maximum)

9. REQUIRED DOCUMENTATION (check off all received):

- Mock up/Drawing/Current View of Proposed Location
- Site Plan for Freestanding/Monument Signs
- Installation/Construction Details
- Electrical Permit (if applicable)
- Contract or Receipt from Sign Contractor for Valuation
- Owner’s Permission via Email (if applicable)

10. SIGN MATERIAL + DIMENSIONS *If additional space needed, attach to this permit.

	SIGN 1	SIGN 2	SIGN 3	SIGN 4	SIGN 5
MATERIAL:					
LENGTH:					
HEIGHT:					
SQUARE FEET:					

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 other local or state law regulating construction or the performance of construction.

Signature of Contractor or Authorized Agent

Date

Signature of Owner (if owner is builder)

Date

SITE PLAN FORM

City of McMinnville | Community Development Department

INSTRUCTIONS:

- Sketch your site plan below or attach to this permit
- Show property lines and dimensions
- Indicate north direction
- Locate all existing and proposed signs with distances to property lines

Date: _____ Address: _____

Completed by: _____