



SIGN PERMIT APPLICATION
City of Alcoa • 223 Associates Boulevard • Alcoa, TN 37701
Ph#: (865)380-4730 • planningandcodes@cityofalcoa-tn.gov

Answer all questions. Incomplete applications will NOT be processed.

Date: _____ Void After: _____

Name of Applicant: _____
 Mailing Address: _____
 Telephone: _____ Fax: _____ Email: _____

Name of Business: _____
 Mailing Address: _____
 Telephone: _____ Fax: _____ Email: _____

Property Location: _____
 (Street No. / Lot No. / Subdivision)

Architect/Engineer: _____ TN REG#: _____ Telephone: _____
 Contractor: _____ TN LN#: _____ Telephone: _____

City of Alcoa Business License #: _____

Note: Show a scaled drawing indicating sign dimensions and locations on property, meeting district sign regulations. The required drawing must reference any utilities, such as water, sewer, electric and gas, and any applicable easements. An approved application to construct does NOT grant authority to construct upon city/state rights-of-way, easements, or property owned by the city. Electrical permitting shall be obtained separately. Signs shall comply with all city building codes and ordinances. An application is not acceptable unless all required information is furnished (see attachment, page two (2)). City accepts no liability for insufficiently furnished information. Check below and fill out the information requested. Multiple signs shall be labeled for identification.

Building Mount A or _____ B or _____ C or _____ D or _____
 Total Sq. Ft.: _____ Total Sq. Ft.: _____ Total Sq. Ft.: _____ Total Sq. Ft.: _____
 Height: _____ Height: _____ Height: _____ Height: _____
 Width: _____ Width: _____ Width: _____ Width: _____

Building wall or lease linear ft.: A ___ B ___ C ___ D ___ Sign(s) constructed of: _____

Ground Mount 1 or _____ 2 or _____ 3 or _____ 4 or _____
 Total Sq. Ft.: _____ Total Sq. Ft.: _____ Total Sq. Ft.: _____ Total Sq. Ft.: _____
 Height: _____ Height: _____ Height: _____ Height: _____
 Width: _____ Width: _____ Width: _____ Width: _____

Ground height to top of sign: 1 ___ 2 ___ 3 ___ 4 ___ Sign(s) constructed of: _____

In making application for a sign permit, the applicant states that the information given is, to the best of his/her knowledge, true and accurate. It is understood and agreed by the applicant that any error, misstatement or misrepresentation of fact, either with or without intention on his/her part, such as might, if known, cause a refusal of this application, or any alteration or change in plans made without the approval of the Sign Inspector subsequent to the issuance of the Sign Permit, shall constitute sufficient grounds for the revocation of such permit.

Estimated Cost: \$ _____
 (Total Cost of Sign and Installation)

 (Applicant Signature)

For Office Use Only:	
Permit above applied for (will) or (will not) comply with the Sign Ordinance prescribed for District _____ Regulations.	
() Permit Issued () Permit Denied	
Comments: _____	

Application Fee Paid: \$ _____	Sign Administrator _____

**PLOT PLAN OF PROPOSED SIGN
FOR LOCATION OF SIGN ON LOT**

A large grid for drawing a plot plan of a proposed sign on a lot. The grid is composed of 20 columns and 20 rows of squares, providing a space for the applicant to draw their lot, structures, and sign locations.

STREET

In the space provided above represent your lot. Locate each structure(s) on your lot including the proposed ground and/or building mounted sign structure(s). Show distances from all front, side and rear property lines and give distances between sign and structure(s). All utilities and any applicable easements shall be referenced. If you have a site plan of the sign to attach, it is not necessary to fill out this portion of the application.