

# SIGN PERMIT APPLICATION

Permit Number: \_\_\_\_\_



New  Renewal

Sign Already Installed  YES  NO

Double Fee Charged  YES  NO

Permit Fee Amt. Pd: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**ALL OF THE FOLLOWING MUST BE COMPLETED BY THE PERSON REQUESTING THE PERMIT:**

Name of Property Owner: \_\_\_\_\_

Contact Name or Registered Agent: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_ Phone#: \_\_\_\_\_

Owner of Business: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address or legal description upon which the sign is to be or is located: \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE INCLUDED WITH THE PERMIT BEFORE IT CAN BE PROCESSED:**

- (1) Two (2) legible copies of a final site plan or survey plat showing the exact location of all signs and/or advertising.
- (2) Two (2) copies of a complete drawing of the sign including all dimensions of the entire structure. This drawing must also include all information located on the sign face.
- (3) If the sign is to be installed on a building then an elevation drawing with dimensions must be attached which shows the location of the sign.

**Please Note:**

Drawings must include lighting, electrical wiring, construction, type of materials, method of attachment to the building or structure including the foundation for freestanding signs. Applicant will be responsible for calling in the necessary inspection(s) after the sign is installed. All signs will require a Final Sign Inspection and illuminated signs will require an Electrical Rough Sign inspection and a Final Sign Inspection.

**All Neon signs will require an Electrical Rough Inspection on the ground before installation.**

**Or signs must be UL Listed. (Appointment Only)**

Sign Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Print the full name of the contact person at the sign company:** \_\_\_\_\_

The undersigned agrees to abide by all ordinances and regulations of the City of Murphy relating to buildings, signs, and premises. The undersigned agrees to abide by all lawful decisions of the Code Enforcement and/or the Building Official and/or made with reference to any questions arising by reason of work undertaken under the permit herein applied for.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Representing:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Sign Valuation:** \_\_\_\_\_

**CITY OF MURPHY USE ONLY:**

Beginning Date of Review: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Class of sign: \_\_\_\_\_

Permit Approved

Permit Denied

Comments: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_

Issued By: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL SIGNS SUBJECT TO FINAL INSPECTION APPROVAL  
SIGN CONTRACTOR MUST CALL FOR INSPECTION UPON INSTALLATION (972) 468-4050.**