



Sign Permit Application

Site Information		
Address of Sign Location:	Suite #	Name of Business:
Name of Property Owner:	Contact Name:	
Mailing Address:	Phone #:	
Permit Request	Sign Type	Classification
<input type="checkbox"/> New Permit <input type="checkbox"/> Renewal	<input type="checkbox"/> Illuminated <input type="checkbox"/> Non-illuminated	<input type="checkbox"/> Attached Sign <input type="checkbox"/> Builder, Developer, or Model Home Sign <input type="checkbox"/> Change Sign Face <input type="checkbox"/> Electronic Changeable Sign <input type="checkbox"/> Monument <input type="checkbox"/> Movement Control Sign <input type="checkbox"/> Special Purpose Temporary Freestanding <input type="checkbox"/> Temporary Construction Sign <input type="checkbox"/> Temporary For Sale or Lease Sign <input type="checkbox"/> Temporary Promotional Banner <input type="checkbox"/> Temporary Promotional Event
Sign Valuation:	Sign already installed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Double Fee Charged? <input type="checkbox"/> Yes <input type="checkbox"/> No

Required Information
(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. (4) If this is for a renewal, do not submit pre-stamped plans from previous permit. We will only accept clean copies for permit issuance.
Drawings must include lighting, electrical wiring, construction, type of materials, method of attachment to the building or structure including the foundation for free standing 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		
Sign Company Name:	Contact Name:	
Address:	City, State, Zip	Phone #:
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:	Representing:	Date:
Email:	Phone #:	
★ALL SIGNS SUBJECT TO FINAL INSPECTION APPROVAL SIGN CONTRACTOR MUST CALL FOR INSPECTION UPON INSTALLATION (972) 468-4050.		

Permit Number:	Received By:	Date:
Beginning Date of Review:	Reviewed By:	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Class of Sign:	Total Fee:	Payment Method:
Comments:		