

*City of McMinnville,  
Planning & Zoning Department*

101 East Main, P.O. Box 7088  
McMinnville, TN 37110  
(931) 473-1204 Fax (931) 473-6231

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

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

APPLICATION FOR  
**SIGN**  
PERMIT

PROJECT NAME: \_\_\_\_\_

**1. DESCRIPTION OF THE WORK TO BE PERFORMED**

\_\_\_\_\_

**2. CLASS OF WORK**

New  Alteration  Move  Remove

**3. TYPE OF SIGN(S)**

Awning  Banner  Billboard  Canopy  Free Standing  Manford  Mobile/Portable/Inflatable  Monument

Projecting  Sandwich Board  Temporary  Trailer/Vehicle  Wall  Window  Other

**4. LOCATION**

On-Site  Off-Site

**5. DRAWING**

Scaled  Sketch  Photo

**6. ILLUMINATION**

Internal  External  Electric Required  Permit Required

**7. FOOTING REQUIRED**

Yes  No

**8. LOCATION OF SIGN**

Street #: \_\_\_\_\_ Prefix: \_\_\_\_\_ Street Name: \_\_\_\_\_ Suffix: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_

Is this property within the city limits? No  Yes  Zoning: \_\_\_\_\_

Parcel ID #: CtrlMap: \_\_\_\_\_ Grp: \_\_\_\_\_ Parcel: \_\_\_\_\_ Example: 089 A 030.2

9. **APPLICANT:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

10. **OWNER:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

11. **CONTRACTOR:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**12. Sign Dimensions:**

	<b>SIGN 1</b>	<b>SIGN 2</b>	<b>SIGN 3</b>	<b>SIGN 4</b>	<b>SIGN 5</b>	<b>TOTAL</b>
WIDTH						
LENGTH						
HEIGHT						
SQUARE FEET						
STREET FRONTAGE						
STOREFRONT WALL						
LINEAR FEET						

**13. INSPECTIONS REQUIRED:**

	<b>NOT REQUIRED</b>	<b>REQUIRED</b>
PRELIMINARY		
FOOTING		
FINAL		

**14. ADDITIONAL APPROVALS:**

	<b>NOT REQUIRED</b>	<b>REQUIRED</b>	<b>APPROVED</b>	<b>DATE</b>
MCMINNVILLE ELECTRIC SYSTEM				
CERTIFICATE OF APPROPRIATENESS				

15. **PERMIT FEES:** Valuation: \_\_\_\_\_

Permit Fee: \_\_\_\_\_

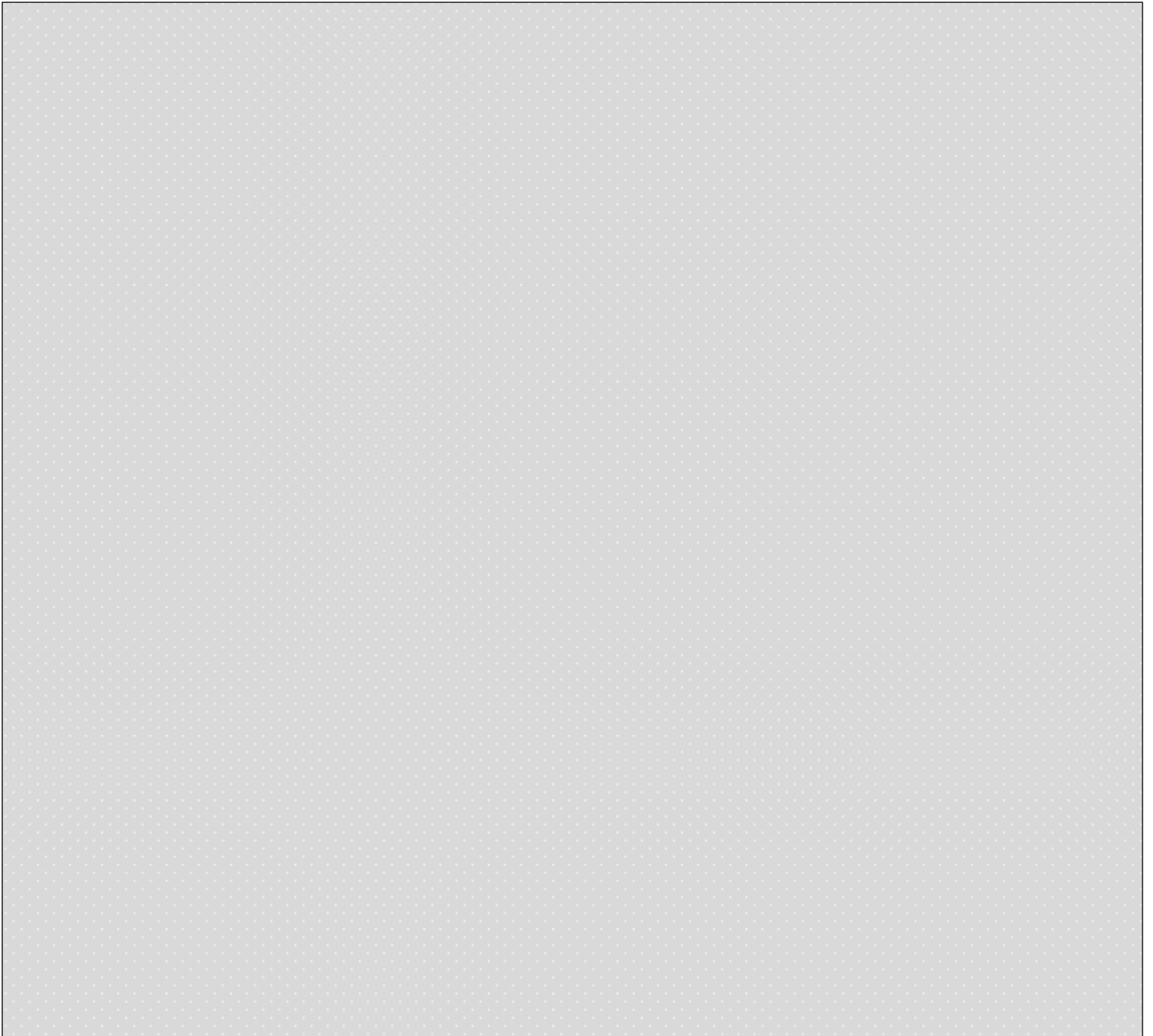
**SITE PLAN FORM**  
City of McMinnville, Tennessee  
Planning & Zoning Department

**INSTRUCTIONS:**

- Sketch your site plan below (do not tape or staple to this form).
- Show all property lines and dimensions.
- Indicate north direction.
- Locate all existing and proposed new signs with dimensions to property lines and other signs.
- Show the location and names of street(s) and location of existing or proposed access.
- Indicate location and dimensions of all utilities and easements.

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

Completed by: \_\_\_\_\_



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

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.

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Signature of Contractor or Authorized Agent

Date

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Signature of Owner (if owner is builder)

Date