



TUSCALOOSA

SIGN PERMIT APPLICATION

Please complete all of the following required fields:

Location of Property

Business Name: _____ Email: _____ Phone: _____
 Address: _____ City/State: _____ / _____ ZIP Code: _____

Property Owner

Name: _____ Email: _____ Phone: _____
 Address: _____ City/State: _____ / _____ ZIP Code: _____

Applicant (if different from owner)

Name: _____ Email: _____ Phone: _____

Sign Installer or Contractor

Name: _____ Email: _____ Phone: _____
 Address: _____ City/State: _____ / _____ ZIP Code: _____

City License Number: _____ General Contractor Number: _____

The Applicant requests a permit for the following item(s):

Work Class: _____ Number of Signs: _____ Estimated Value: \$ _____

Sign Specifications (complete one (1) column per sign type)

Sign Type	_____	_____	_____
Number of Signs	_____	_____	_____
Sign – Width	_____	_____	_____
Sign – Height	_____	_____	_____
Bldg. Façade Width	_____	_____	_____
Sign Lighting	_____	_____	_____
Sign & Post Materials	_____	_____	_____
Overall Height	_____	_____	_____

CONTINUE TO REVIEW SUBMITTAL REQUIREMENTS ON THE BACK OF THIS APPLICATION

Please review the following information prior to application submission:

Applicability:

No person shall erect, alter, relocate, repair, replace the face of, or change a sign without first obtaining a permit in adherence to Section 24-135 (Permitted and allowed Signs) of the City of Tuscaloosa Municipal Code); except for the following actions, which shall not require a permit:

1. Changing the copy, announcement, or message on a changeable copy sign
2. Cleaning, painting, or comparable maintenance of a sign that does not alter the size, image or message of the sign
3. Erecting a sign for which a permit is not required in accordance with Section 24-134 (Signs Allowed Without Permit) of the City of Tuscaloosa Municipal Code

Submittal Requirements:

NO request for a sign permit shall be considered complete until **ALL** of the following items have been submitted: (minimum drawing scale: 1" = 60')

- Signed PERMIT APPLICATION with all submission documents
- SITE PLAN showing the locations & dimensions of all adjacent setbacks, streets, walkways, modes of egress, & structures
- SIGN PLAN showing the graphic, material, & dimensional specifications as to how sign elements will be constructed
- SITE ELEVATION showing all signage, landscaping, walls or fencing, parking & streetscape features
- INVENTORY of the number, type, location & display area of all existing signs on the same property and/or building on which the sign is to be located

Additional items for FREE STANDING sign types:

- MIN & MAX Height of signs, measured from finished grade
- DISTANCE from Sign Edge to Right-of-Way

Additional items for PROJECTING sign types:

- Building's 1st Floor height
- ALL requirements for FREESTANDING sign types

Additional items for BUILDING/WALL sign types:

- Drawing of main or entry façade, including linear dimensions

Additional items for ELECTRONIC/DIGITAL/VIDEO sign types:

- For any sign that contains electronic, digital or video components, the business owner or manager **MUST** acknowledge their understanding of the "Limitations & Restrictions of Electronic, Digital, or Video Signage" by signing below.

Some sign applications shall require a State of Alabama registered architect or engineer's seal and a written statement certifying that said sign structure(s) complies with the building code requirements concerning the same.

Certification of Applicant

I understand that this permit is conditioned upon the correctness of the information I have supplied above and may be revoked upon a finding by the building or zoning official that any relevant item of information is substantially incorrect. I further understand that this permit shall be null and void unless construction on the sign has substantially commenced within three (3) months from the date on which this permit is issued. I certify that all of the above information is true and correct.

I HAVE REVIEWED, COMPLETED & AGREE TO ALL SUBMITTAL REQUIREMENTS OF THIS APPLICATION

Print Name: _____ **Signature:** _____ **Date:** _____

**PLEASE SUBMIT AN ELECTRONIC COPY OF THIS DOCUMENT
AND ANY NECESSARY SUPPORTING MATERIALS TO:**

Office of Urban Development:
Planning Division

2201 University Boulevard, Annex III
Tuscaloosa, AL 35401

planinfo@tuscaloosa.com