

# County of Shelby Application for Sign Permit

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

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

Project Name: \_\_\_\_\_ Parcel ID: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip: \_\_\_\_\_Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Property Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
*(If applicant is not property owner, attach notarized authorization allowing applicant to apply and receive correspondence on behalf of owner.)*Sign Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Valuation: \_\_\_\_\_ (Sign + Installation ) St/Co Business License #: \_\_\_\_\_Electrical Contractor: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ City/St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
St/Co Business License #: \_\_\_\_\_ Cert #: \_\_\_\_\_

Unincorporated: Y - N      If no, what Municipality: \_\_\_\_\_

Current use of the property? \_\_\_\_\_  
Previous Tenant (if applicable): \_\_\_\_\_  
Certified Site Plan Name (if applicable): \_\_\_\_\_**Proposed use of the property:****Type of sign proposed:**

- |   |   |                               |   |
|---|---|-------------------------------|---|
| <input type="checkbox"/> Agricultural                 | <input type="checkbox"/> Directional                                | <input type="checkbox"/> Flag | <input type="checkbox"/> Time and Temperature |
| <input type="checkbox"/> Residential                  | <input type="checkbox"/> Freestanding ( <i>Site Plan Required</i> ) |                               |   |
| <input type="checkbox"/> Industrial (Describe): _____ | <input type="checkbox"/> Building (Wall)                            |                               |   |
| <input type="checkbox"/> Commercial (Describe): _____ | <input type="checkbox"/> Other (Describe): _____                    |                               |   |

Dimensions of building façade \_\_\_\_\_ Dimensions (Area) of Sign(s) \_\_\_\_\_

Sign Valuation \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Applicant's Printed Name\_\_\_\_\_  
Received By

## ITEMS NEEDED UPON APPLICATION FOR SIGN PERMIT

- Completed application
- Zoning approval – Planning Services will provide zoning approval for projects located in unincorporated Shelby County, Montevallo, Vincent, or Wilsonville. If you are in the city limits of one of the following cities, you must obtain zoning approval from their office prior to applying for permit with us.
  - Chelsea – (205) 678-8455
  - Columbiana – (205) 669-5804
  - Indian Springs Village – (205) 982-1755
  - Wilton – (205) 665-2021
- Section 84 State/County business license for contractors; State Electrical Contractor; City business license, if in municipality
- \$100 application fee

Plans and Specifications for any proposed sign shall be submitted in duplicate, drawn to scale, and must include the following at a minimum:

### Directional Signs

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Lot frontage on all street rights-of-way
- Location of the sign in relation to property lines, public rights-of-way, easements, buildings, and other signs on the property

### Flags

- Flag size and appearance
- Flag pole height
- Number of all existing flags on same parcel

*All flags must be flown in accordance with protocol established by the Congress of the United States for the Stars and Stripes.*

### Utility

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Location of the sign in relation to property lines, public rights-of way, easements, buildings, and other signs on the property

### Freestanding Signs

- Site plan, drawn to scale, showing the following items:
  - Entire parcel
  - Lot frontage on all street rights-of-way
  - Setback lines
  - Dimensioned location of the proposed sign in relation to property lines, public rights-of-

way, easements, buildings, and other signs on the property

- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, measured from finished grade
- Construction specifications
- Number, type, location and surface area of all existing signs on the same property
- Electrical specifications
- Value of the proposed sign
- Contract amount (illuminated only)

### Building (Wall)

- Façade dimensions (area) of wall on which the sign is proposed to be placed
- Sign dimensions
- Message dimensions
- Dimensions of sign supporting members
- Sign height, as measured from finished grade
- Location of the sign in relation to other signs on façade area of building side
- Number, type, location and surface area of all existing signs on the same property and/or building on which the sign is to be placed
- Construction specifications
- Electrical specifications
- Value of the proposed sign
- Contract amount (illuminated only)

### Time and Temperature

See Freestanding or Building Sign Plans Requirements as applicable