

# TOWN OF SMYRNA SIGN PERMIT APPLICATION



**APPLICANT INFORMATION:**

Applicant Name:	
Applicant Address:	
Email Address:	Phone Number:

## Sign Information

<input checked="" type="checkbox"/> Type of Development: <span style="margin-left: 100px;"><input type="checkbox"/> Single-tenant</span> <span style="margin-left: 100px;"><input type="checkbox"/> Multi-tenant</span> <span style="margin-left: 100px;"><input type="checkbox"/> Campus</span>	
<input checked="" type="checkbox"/> Type of Sign: <span style="margin-left: 40px;"><input type="checkbox"/> Wall</span> <span style="margin-left: 40px;"><input type="checkbox"/> Pole</span> <span style="margin-left: 40px;"><input type="checkbox"/> Ground</span> <span style="margin-left: 40px;"><input type="checkbox"/> Large inflatable</span>	
Estimated Cost:	Square Footage:
Electrical Work Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Same company fabricating and installing? <input type="checkbox"/> Yes <input type="checkbox"/> No

Business Name:			
Address of Sign:			
Tax Map:	Group:	Parcel:	Zoning:
Building/Property Owner Name:		Phone Number:	
Is the proposed location within the Front Street Historic District? <input type="checkbox"/> Yes <input type="checkbox"/> No			

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

FOR OFFICE USE ONLY

PERMIT INFORMATION:

PERMIT FEE: \_\_\_\_\_

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# Sign Permit Checklist

Town of Smyrna  
Department of Planning & Codes  
315 South Lowry Street  
Smyrna, TN 37167  
Phone: 615-355-5706

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## **General Information**

1. Sign permits are required for all permanent signs, including panel replacements and large inflatable signs.
2. Absolutely no signs shall be located in the right-of-way. If signs are placed in the right-of-way, they will be removed by the Smyrna Codes Department.
3. For multiple signs on a single parcel with a single tenant, only one (1) completed application form must be submitted.
4. Electrical permits, if necessary, must be obtained from the Town of Smyrna Codes Department. Please contact them at 615-355-5704 to determine if you need an electrical permit.
5. Sign variance requests may be made to the Board of Zoning Appeals. Please ask planning staff for more information.
6. Current permit fees are as follows:
  - a. Permanent signs - \$110 + \$0.30 per square foot of copy.
  - b. Large inflatable signs - \$30 per permit period

## **Temporary Sign Information**

1. Temporary signs are signs not intended for permanent use and may not require a permit. Banners and wind feather flags require a banner permit, which have additional regulations that can be found in Chapter 7, Section A(8) in the Town of Smyrna Sign Ordinance.
2. Up to 5 temporary signs are allowed per lot, with the exception of banners and flags.
3. For lots zoned for residential, the maximum area allowed is 6 square feet per sign with a maximum height of 12 feet.
4. For non-residential lots, the maximum area allowed is 16 square feet per sign with a maximum height of 12 feet.
5. Examples of temporary signs include banners, persons holding signs, inflatable signs, and streamers.
6. Streamers are allowed on lots zoned C-2 and C-3. You may have 3 feet of streamer for every 1 foot of road frontage. Each continuous strand of streamer counts as a temporary sign.
7. One inflatable sign is allowed per lot. Inflatable signs that are no more than 2 feet in diameter and no taller than 10 feet off the ground are allowed without a permit. Larger inflatable signs must be permitted.
8. Portable signs and hand-tacked signs (attached to trees, utility/light poles, etc.) are not allowed.

## **Wall Sign Checklist**

- ◇ Drawing of sign(s), including sign dimensions
- ◇ Dimensions of the corresponding wall(s) where the new sign(s) will be located

## **Pole/Ground Sign Checklist**

- ◇ Drawing of sign(s), including dimensions
- ◇ Site plan showing new sign location, existing signs, and all easements located on the parcel. Site plan must be drawn to scale.
- ◇ For signs taller than 20 feet, a stamped engineered footing drawing must be submitted.
- ◇ Inspections: A setback inspection is required for all pole/ground signs prior to installation. For signs taller than 20 feet, a footing inspection is required. Please call the Smyrna Codes Department at 615-355-5704 to schedule inspections.