



City of Friendsville

Sign Permit Application

Permit Number: _____

Sign Location/Address: _____

Applicant Information:

Name(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Contractor/Installer Information:

Contractor Name: _____

Company Name: _____

Mailing Address: _____

TN License #: _____ Phone: _____

Email: _____

Property Owner: (if different)

Name: _____

Address: _____

Phone: _____ Email: _____

Permit Holder (Check One): ☐ Contractor ☐ Tenant ☐ Owner

Zoning District (Check One): ☐ R1 ☐ C1 ☐ C2 ☐ M1

Acknowledgment – Please check each box:

- ☐ Street/roadway will be cleared of dirt, gravel, and debris.
- ☐ Existing drainage (ditches/swales) will be maintained using culverts/pipes.
- ☐ Failure to comply may result in permit revocation and/or cleanup costs.
- ☐ I will comply with City of Friendsville Zoning Ordinance Sections 11-409 and 11-410.3.



City of Friendsville

Site Plan or Location Map:

- Drawings: Two (2) copies of construction drawings showing the exact location of the proposed sign on the property.
- Site Plan: Two (2) copies showing property boundaries, sign location, and setbacks
- Sign Placement relative to streets, driveways, and sidewalks

Site Plan or Location Map:

- Exact dimensions (height, width, depth)
- Design, materials, and colors
- Wording, logos, or images displayed on the sign
- Illumination details (if any), including method and hours of lighting

Structural Details (*for freestanding or monument signs*)

- Footing and support design
- Materials and construction methods
- Wind load and engineering specs (only required for large or complex signs)

Permit Fee: \$55.00 (due at time of application)

Applicant Certification

I hereby certify that all information provided in this application is true, complete, and accurate to the best of my knowledge. I understand that any false or misleading information may result in delay, denial, or revocation of permits or approvals related to this request.

I further affirm that the proposed project will be carried out in full compliance with all applicable local, state, and federal codes, ordinances, and regulations, including zoning, building, and environmental requirements. I acknowledge that it is my responsibility to obtain all necessary permits and approvals prior to beginning any site work or construction.

If I am not the legal owner of the property, I confirm that I have obtained the property owner's full permission and written authorization to submit this application and to act on their behalf throughout the approval process.

By signing below, I agree to cooperate with city staff, inspectors, and relevant authorities as needed and to provide any additional documentation or information required to complete the review process.

Signature of Applicant: _____ **Date:** _____

Signature (if joint applicant): _____ **Date:** _____

Approved By: _____ **Title:** _____ **Date:** _____