



Town of Atoka  
PH: (901) 837-5300 / FAX: (901) 837-0028  
www.townofatoka.com

## Application for Signage Permit

(2018) International Building Code Series is enforced)

### PROPERTY INFORMATION

Property Location: \_\_\_\_\_ Business Name: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Map & Parcel: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_ Lot Number: \_\_\_\_\_  
Cross Streets: \_\_\_\_\_ and \_\_\_\_\_ Located in a Flood Plain: Y/N \_\_\_\_\_  
Zoning: \_\_\_\_\_ (R-1, R-2, R-3, R-4, NC, GC, I, FAR)

### OWNER INFORMATION

Owner/Lessee: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Work/Cell Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### CONTRACTOR INFORMATION

Contact: \_\_\_\_\_ Contractor: \_\_\_\_\_ License # \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Point of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

### SIGNAGE INFORMATION

Installation: Free Standing \_\_\_\_\_ Wall Mounted \_\_\_\_\_ Window \_\_\_\_\_ Banner \_\_\_\_\_ Temporary Sign \_\_\_\_\_  
Electrical Permit # \_\_\_\_\_ issued through tn.gov (**PRIOR TO SIGN PERMIT ISSUANCE**)  
Estimated Cost of Work: \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_  
Proposed wording on the sign: \_\_\_\_\_  
\*Picture of sign must be included with application.  
Dimensions: Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_  
One Sided: \_\_\_\_\_ Double-sided: \_\_\_\_\_

### CERTIFICATION

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his/her authorized agent and understand and assume responsibility for the establishment of the official property lines for required setbacks prior to start of construction and agree to conform to all applicable laws of this jurisdiction. I further certify that this information given is true and correct to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Dimension: L \_\_\_\_\_ x W \_\_\_\_\_ x H \_\_\_\_\_  
Total Project Area in Sq Ft \_\_\_\_\_

Total land disturbed \_\_\_\_\_

Measurements: Show lot lines, easements, all proposed or existing structures, streets/roads/driveways, waterlines/wells, sewer lines/septic systems, all property lines, all distance of proposed structure(s) from lot lines and work layout and dimensions. Any omitted information may cause a delay in permit issuance.

**Note: Plot plan must be included with the permit application.**

A large grid for drawing a plot plan. The grid is approximately 30 units wide and 40 units high. At the top of the grid, there are three vertical tick marks that divide the width into three sections. The first section is approximately 10 units wide, the second is approximately 10 units wide, and the third is approximately 10 units wide. The grid is intended for drawing lot lines, easements, and other project details.

INSPECTOR NOTES/OFFICE USE ONLY

Plans Required: Y / N \_\_\_\_\_ Joint Plan Review Required: Y / N \_\_\_\_\_

Building Plan Review:	Approved: _____	Not App' d _____	Date: _____	Code Official: _____
Electric Plan Review:	Approved: _____	Not App' d: _____	Date: _____	Code Official: _____
Codes Administrator:	Approved: _____	Not App 'd: _____	Date: _____	Code Official: _____
Zoning Plan Review:	Approved: _____	Not App 'd: _____	Date: _____	Code Official: _____

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Submittal Guide for Signage Projects

3.10.12 General Permit Procedures –The following procedures shall govern the application for and issuance or, all sign permits under this ordinance, and the submission and review of Common Signage Plans and Master Signage Plans.

3.10.12.1 Applications – All applications for sign permits of any kind and for approval of a Master or Common Signage Plan shall be submitted to the Enforcement Officer on an application form or in accordance with application specifications published by the Enforcement Officer.

3.10.12.2 Fees – Each application for a sign permit or for approval of a Master or Common Signage Plan shall be accompanied by the applicable fees, which shall be established by the Governing body of the Town from time to time by resolution.

3.10.12.3 Completeness – Within 30 days of receiving an application for a sign permit or for a Common or Master Signage Plan, the Enforcement Officer shall review it for completeness. If the Enforcement Officer finds that it is complete, the application shall then be submitted to the Planning Commission for review. If the Enforcement Officer finds that it is incomplete, the Enforcement Officer shall, within such 30-day period, send to the applicant a notice of the specific ways in which the application is deficient, with appropriate references to the applicable sections of this ordinance.

3.10.12.4 Action – Within 30 days of the submission of a complete application for a sign permit, the Planning Commission shall either:

Authorize the issuance of a sign permit, if the sign(s) that is the subject of the application conforms in every respect with the requirements of this ordinance and of the applicable Master or Common Signage Plan or,

Reject the sign permit if the sign(s) that is the subject of the application fails in any way to conform to the requirements of this ordinance and of the applicable Master or Common Signage Plan. If the Planning Commission rejects the sign permit, the Owner/Developer has a right to appeal to the Board of Zoning Appeals.

The following items are required for new commercial projects. Drawings should be drawn to 1/4 or 1/8" scale and shall provide the necessary information to verify compliance with the building code. **All Drawings shall bear the stamp and signature of the design professional licensed in Tennessee responsible for the design.** Plans must be specific enough to provide the contractor all the necessary information to complete work without reference to other documents and shall include:

**Structural Drawings;** to include the structural design calculations, geo-technical engineering report, uniform live loads, dead loads, roof & snow loads, wind loads, footing construction detail, foundation construction details, framing construction details, concrete construction details, masonry construction details, wood construction details, steel construction details. Show typical wall-section to indicate type of construction. Show elevations of all sides of the building (existing buildings may substitute photographs of all sides).

**Electrical Drawings;** to include all lighting facilities, electrically operated equipment, and electrical circuits required for all service equipment of the building or structure. Drawings should include panel schedules, grounding systems, and wiring methods.