



City of Gallatin
BILLBOARD SIGN PERMIT APPLICATION

Gallatin Sign Permit #: _____

Electric Permit #: _____

**Applications will not be accepted if incomplete or are without supporting documents.
See the reverse side for required supporting documents.**

PLEASE PRINT OR TYPE

Outdoor Advertising Agency / Sign Owner			Telephone
Contact Name	Title	Email	
Mailing Address	City/Town	State	Zip Code

LOCATION OF SIGN

Address of Sign Location	Tax Map and Parcel	Zoning of Property	
Property Owner Name	Telephone		
Property Owner's Mailing Address	City/Town	State	Zip Code

What Side of Road is Sign On? North South East West

Road Type: State County Local

PURPOSE OF APPLICATION

Convert Existing Static Sign to Digital Sign Enlarging Existing Sign Re-erect Existing Sign

EXISTING SIGN DETAILS (Complete All that Apply)

Double Sided (back to back) V-Shaped (1) Single Sided (2) Single Sided (Stacked/Side by Side)

Digital Billboard Static Billboard

Sign Face Area: Height _____ Width _____ What Size Poster/Panel is This Considered? _____ #Sheets

Number of Support Poles: _____ Support Pole Material: Wood Metal Other: _____

Distance from Closest Digital Billboard: _____ Location of Other Digital Billboard: _____

Distance from Closest Residential Zoned Property: _____ Location of Residential Zoned Property: _____

Setback from Road: _____ TDOT Tag Number: _____

PROPOSED SIGN DETAILS (Complete All that Apply)

Double Sided (back to back) V-Shaped (1) Single Sided (2) Single Sided (Stacked/Side by Side)

Digital Billboard Static Billboard

Sign Face Area: Height _____ Width _____ What Size Poster/Panel is This Considered? _____ #Sheets

Number of Support Poles: _____ Support Pole Material: Wood Metal Other: _____

Distance from Closest Digital Billboard: _____ Location of Other Digital Billboard: _____

Distance from Closest Residential Zoned Property: _____ Location of Residential Zoned Property: _____

Setback from Road: _____ TDOT Tag Number: _____ TDOT Digital Display Permit Number: _____

I hereby acknowledge that the information given herein is correct and true and I agree to comply with all laws and regulations governing signs in the City of Gallatin.

Applicant's Signature _____

Date _____

Sign Cost _____

All supporting documents must be attached for the application to be considered a complete submittal. Incomplete submittals will not be accepted.

- Complete Application
- Copy of Current Lease Agreement with Landowner
- Site Plan (Aerial View) of Sign Location
- Photo of Existing Billboard to Include the Following:
 - Sign Face Dimensions
 - Overall Sign Height
- Photo/Illustration of Proposed Billboard to Include the Following:
 - Sign Face Dimensions
 - Overall Sign Height
 - Support Structure and Architectural Materials
 - Landscaping
- Stamped, Engineered Drawings of the Support Structure Details to Include the Following:
 - Footing Details and Wind Load
- Copy of Approved, TDOT Permit for a Digital Display
- Copy of Gallatin Electric Permit