



City of Gallatin SIGN PERMIT APPLICATION

Gallatin Sign Permit #: _____

Electric Permit #: _____

Applications will not be accepted if incomplete or without supporting documents. See reverse side for required supporting documents per sign type. All signs shall comply with Gallatin Zoning Ordinance Section 13.07.

PLEASE PRINT OR TYPE

1. APPLICANT INFO (Complete all information)

Occupant: _____ Occupant Phone: _____

Job Address: _____

Sign Contractor: _____ Sign Contractor Phone: _____

Sign Contractor Address: _____

Property Owner: _____ Property Owner Phone: _____

Property Owner Address: _____

2. PROPERTY INFORMATION (Complete/check all that apply)

Single Tenant Multi-Tenant Corner Unit Corner Lot

Tenant Unit Width Front: _____ ft. Tenant Unit Width Side if Corner Unit: _____ ft.

Lot Frontage Width Front: _____ ft. Lot Frontage Width Side if Corner Lot: _____ ft.

Total Square Foot of ALL Wall Signs (New and Remaining) on Building: _____ sq. ft.

3. ELECTRICAL INFORMATION

(Check all that apply)

*An electric permit is required for all new electric, cabinets and digital signs prior to approval of a sign permit.

New Electric New Cabinet(s)

Existing Electric N/A

4. TYPE OF SIGN AND SPECIFICATIONS FOR EACH (Complete/check all that apply)

Freestanding x _____ New Structure - _____ ft. height / Existing Structure - _____ ft. height

1. New Cabinet / Face Change / Illuminated / Digital / Single / Double Length _____ x Height _____ = _____ sq. ft.

Setback of Leading Edge of Sign From: Property Line: _____ ft. / Edge of Road: _____ ft. / Sidewalk: _____ ft.

2. New Cabinet / Face Change / Illuminated / Digital / Single / Double Length _____ x Height _____ = _____ sq. ft.

Setback of Leading Edge of Sign From: Property Line: _____ ft. / Edge of Road: _____ ft. / Sidewalk: _____ ft.

Digital Sign Specifications: Digital Sign Face: _____ sq. ft. / Background Color: _____ / Distance from closest residence: _____ ft.

Address of closest residential property: _____ / What street front will the digital sign be located? _____

Wall x _____ Cabinet / Channel Letter / Channel Letters on Raceway

1. Length _____ x Height _____ = _____ sq. ft. New / Face Change / Illuminated / Front / Side / Back

2. Length _____ x Height _____ = _____ sq. ft. New / Face Change / Illuminated / Front / Side / Back

3. Length _____ x Height _____ = _____ sq. ft. New / Face Change / Illuminated / Front / Side / Back

Awning or Projecting: Length _____ x Height _____ = _____ sq. ft. / _____ ft. above sidewalk / Extends _____ ft. from building / New / Change Out

Window: Length _____ x Height _____ = _____ sq. ft. of Total Window Area per Façade / _____ % of Window Coverage Per Façade

Banner: Length _____ x Height _____ = _____ sq. ft. / _____ Start Date / _____ End Date

Other Type of Sign: _____ Length _____ x Height _____ = _____ sq. ft.

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 _____

Wall Signs

- Sign Application (All applicable areas filled out on application)
- Illustration of front façade showing (a printed photograph is acceptable):
 - Sign location
 - Width of front façade of business unit
- Illustration of sign showing:
 - Dimensions
- Distance above parapet if applicable
- Electric Permit if new illuminated sign cabinet is being installed. (If it is a face change only it will not require an electric permit.)

Monument Sign/Existing Pole Signs

- Sign Application (All applicable areas filled out on application)
- Site plan of property showing:
 - Sign location
 - Width of property line where sign is going to be located
 - All ROW locations
 - Distance from leading edge of sign to property line
- Illustration of sign showing:
 - Dimensions of all sign faces
 - Structure dimensions
 - Footing details if new monument sign
- Electric Permit if new illuminated sign cabinet is being installed. (If it is a face change only it will not require an electric permit.)

Awning Sign / Projecting Sign

- Sign Application (All applicable areas filled out on application)
- Illustration of:
 - Front façade showing awning or projecting sign location, dimensions and width of façade.
 - Aerial illustration of building showing proposed awning or projecting sign dimensions, location, and extension in comparison to sidewalk and/or right-of-way.
 - Dimensions of lettering on awning
- Hold Harmless Agreement and Certificate of Liability Insurance if awning or projecting sign extends over a public right-of-way

Gallatin Municipal Code 15-6. Signs and awnings, etc., over or across street, etc. restricted.

(a) Signs, awnings, or other structures which project over any street or other public way shall be erected subject to the requirements of the City of Gallatin Zoning Ordinance and applicable building codes. It shall be unlawful for any person to place or have placed any banner or sign across or above any public street or alley except as expressly authorized by the Zoning Ordinance or city council.

(d) In the event the application shall be approved, the applicant shall furnish and maintain adequate liability insurance coverage for the protection of the general public and shall hold the city harmless from any damages resulting from the placement and maintenance of said structure or device and this shall be accomplished by a separate written agreement binding upon the applicants, their heirs, personal representatives, assigns and successors.

(g)...Signs and awnings authorized in the Gallatin Zoning Ordinance shall not be required to obtain city council approval.