



City of Gallatin Sign Permit Application

For Office Use Only:		PC File#: _____
Permit No. _____	Fee: \$ _____	
Zoning District: _____	Tax Map # _____/_____/_____	
Cash/ Check # _____	Receipt #: _____	
Approved By: _____	Date: _____	

See Checklist on reverse side for required documents.

* For Signs or Awnings over or across streets see Gallatin Municipal Code Chapter 15-6 on reverse side.

Sign Location Address: _____ Business Name on Sign: _____

Phone Number of Business: _____

Property Owner: _____ Property Owner Address: _____

Property Owner Phone No.: _____

Sign Contractor: _____ Sign Contractor Address: _____

Sign Contractor Phone No.: _____ Contact Person: _____

Sign Type and Quantity:		Sign Size:	Required Other Measurements:
___ Wall	___ **Freestanding	___ Length Feet	___ Height from bottom of sign to ground (Freestanding)
___ Channel	___ Monument	___ Height Feet	___ Height from top of sign to ground (Freestanding)
___ Cabinet	___ Pole	___ Total Sq. Feet	___ Width of Road Frontage (Freestanding)
___ Suspended	___ * Awning	-----	___ Width of Building Façade (Wall)
___ Projecting	___ Banner	___ Length Feet	___ Feet of Leading Edge of Sign from Front Property Line (Freestanding)
___ Window/Door	___ Start Date	___ Height Feet	
___ Billboard	___ End Date	___ Total Sq. Feet	

Sign Characteristics and Quantity:			
___ Single Faced	___ Double Faced	___ Illuminated	Electric Permit Number _____
Existing Signs (Square Feet / Sign Type)	Total of ALL existing signs: _____ sq. ft. of wall signs.		
	Total of ALL existing signs: _____ sq. ft. of freestanding signs		
Sign No. 1 _____/_____	Sign No. 2 _____/_____	Sign No. 3 _____/_____	
Sign No. 4 _____/_____	Sign No. 5 _____/_____	Sign No. 6 _____/_____	

Comments: _____

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 Gallatin Planning Region.

Applicant's Signature _____ Date _____ \$ _____ Sign Cost

**** A setback inspection and footing inspection is required for all freestanding signs prior to installation. Contact the Planning Division at 451-5796 to schedule your inspection. A 24 hour notice is required.****

Wall Sign

- Sign Application
- Illustration of front façade showing (a printed photograph is acceptable):
 - sign location
 - width of front façade of business unit
- Illustration of sign showing:
 - Cabinet Sign:**
 - height and width of sign
 - Channel Letter Sign:**
 - dimensions of each individual word
- Distance above parapet if applicable
- All applicable areas filled out on application
- Electric permit from electric provider if new illuminated sign is being installed. (If it is a face change only it will not require an electric permit.)

Freestanding/Monument Sign

- Sign Application
- Site Plan of property showing:
 - sign location
 - width of front property line
 - all ROW locations
 - distance from leading edge of sign to property line
- Illustration of sign showing:
 - height from ground to bottom of sign
 - height and width of sign
 - stamped engineered drawing of the footing if new freestanding sign pole/base
- All applicable areas filled out on application
- Electric permit from electric provider if new illuminated sign is being installed. (If it is a face change only it will not require an electric permit.)

Awning Sign

- Sign Application
- Illustrations of:
 - front façade showing awning location, dimensions and width of façade.
 - aerial illustration of building showing proposed awning dimensions, and location and dimensions of sidewalk, parking and right-of-way if applicable.
- Illustration of sign on awning with dimensions
- All applicable areas filled out on application

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.