TOWN OF OAK RIDGE

Sign Permit Application

Permit # _____

APPLICATION CHECKLIST

All documents to be drawn to scale

☐ Sign Drawing ☐ Site Plan Drawing ☐ Wall Elevation ☐ Engineered Foundation/Footing Plan- *If sign greater than 10ft in height*

☐ Master or Common Signage Plan Approval

☐ Electrical Contractor Contact Info. If sign to be illuminated, electrical permit required

Business Name _____ State License # _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Phone # _____ E-Mail _____

☐ Town of Oak Ridge Zoning Approval

Signature _____ Date _____

SIGN INFORMATION

Type of Sign: ☐ New ☐ Replacement ☐ Alteration

Accessory Free-Standing

☐ Development Identification # of Businesses _____

☐ Outparcel

☐ Development Entrance # of entrances _____

Accessory Attached

☐ Wall - Area (SF) _____

☐ Awning, Canopy, Marquee - Area(SF) _____

☐ Suspended

Proposed Sign Area (SF) _____ Proposed Sign Height _____

PROPERTY LOCATION INFORMATION

Address _____ City _____ State _____ Zip Code _____

Tax Parcel # ___ ___ ___ ___ ___ ___ ___ Zoning District _____

Comments or Conditions _____

Overlay District _____ Road Frontage (LF) _____

PROPERTY OWNER INFORMATION

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Signature _____ Date _____

APPLICANT/INSTALLER CONTACT INFORMATION

☐ *Same as property owner above*

Name _____ Phone Number _____

Address _____ City _____ State _____ Zip Code _____

Email _____

Signature _____ Date _____