



## **Sign Permit Application Checklist**

**Please fill out the application in its entirety and provide all requested documents before submitting.**  
**This will prevent your application from being delayed due to lack of information.**

### **Application Requirements:**

- Permit Application
- Site Plan
- Sign Layout/Blueprint including Dimensions

### **Hamblen County Planning Commission**

511 West Second North Street • Morristown, TN 37814 • *office. 423.581.1373 • fax. 423.587.7089*  
**[www.HamblenCountyTN.gov](http://www.HamblenCountyTN.gov) • *email. [planning@co.hamblen.tn.us](mailto:planning@co.hamblen.tn.us)***

**HAMBLEN COUNTY PLANNING COMMISSION**

**SIGN PERMIT APPLICATION**

Phone: 423-581-1373 / Fax: 423-587-7089

**Date:**

<b>Name of Applicant:</b>	
<b>Current Mailing Address:</b>	
<b>Phone #:</b>	<b>Cell #:</b>

<b>Contractor's Name (if different from above):</b>	
<b>Contractor's Mailing Address:</b>	
<b>Phone #:</b>	<b>Cell #:</b>

<b>Site Address:</b>
----------------------

<b>(Office will complete this section.)</b>				
<b>Lot Number(s):</b>	<b>Tax Map:</b>	<b>Group:</b>	<b>Parcel:</b>	<b>District:</b>
<b>Zone:</b>	<b>Setbacks- Front:</b>	<b>Sides:</b>	<b>Back:</b>	

Project Type:	Fee	Total per Project
<b>Minimum Fee (sign face minimum)</b>		<b>\$10.00</b>
<b>Billboards (off premises)</b>	X \$0.55 per sq. ft. of sign face per side=	\$
<b>Advertisement (on premises, including billboards)</b>	X \$0.55 per sq. ft. of sign face per side=	\$
<b>Subdivision (residential, commercial, or industrial)</b>	X \$25.00 per sign face minimum	\$

<b>Total Cost:</b>	<b>\$</b>
--------------------	-----------

<b>Describe Project Scope of Work:</b>
--

<b>Cost of Construction:</b> \$ _____
<i>(Labor and materials only. Do not include septic, land, or excavation costs. <b>This amount is required for State Reports.</b>)</i>