



SIGN PERMIT APPLICATION

PLANNING DEPARTMENT

700 FOX TRAIL

OPELIKA, AL 36801



Applicant Name: _____ Phone: _____
Applicant Address: _____ Email: _____
Property Owner Name: _____ Phone: _____
Property Owner Address: _____ Email: _____
Business Tenant/Contact Name: _____ Phone: _____
Business Tenant/Contact Address: _____ Email: _____
Contractor's Name/Contact Person: _____ Phone: _____
Contractor's Address: _____ Email: _____
Contractor's License Number: _____ (if applicable)
Address of Installation of Sign(s): _____

SIGN PERMIT INFORMATION

The applicant must submit the following information with this Sign Permit Application. Some information below may not be applicable to your request so Check 'not applicable'. Any deviation from the required information below will delay the review of this Sign Permit Application. It's essential that the following required information is submitted with this application, so your request is reviewed in a timely manner. An approved Sign Permit Application constitutes a binding permit based on the information submitted. (Section 9.10 Sign Permits- Sign Regulations)

Check if Complete.

1. _____ If the applicant is anyone other than the property owner, the applicant shall provide written authorization from the property owner permitting the installation of the sign. _____ *Check if not applicable.*
2. _____ Legal description of the property upon which the sign is to be located.
3. _____ For a freestanding sign(s), indicate in feet and inches the location of the sign in relation to property lines, public rights-of-way, easements, overhead utility lines, other utility facilities and equipment, buildings and other signs on the property. _____ *Check if not applicable*
4. _____ Freestanding signs/monument signs shall require an accurate boundary survey signed and sealed by a land surveyor or engineer licensed in Alabama showing the proposed location of the sign. _____ *Check if not applicable*
5. _____ For all wall mounted signs, provide the facade elevation with dimensions, drawn to scale. _____ *Check if not applicable*
6. _____ Windows and doors and other openings shall be delineated, and their dimensions given.
7. _____ Provide sign dimensions and elevation, drawn to scale.
8. _____ Provide maximum and minimum height of the freestanding sign(s) measured from finished grade. _____ *Check if not applicable*
9. _____ Provide dimensions of the supporting members of the sign.
10. _____ If sign is illuminated specify illumination type, placement, and intensity of light. _____ *Check if not applicable*
(See Section 9.5 (3) for illumination requirements)
11. _____ Provide two (2) copies of the sign plans, specifications, calculations and details, signed and sealed as required by Building Inspections and include specifications documenting the applicable wind load and electrical specifications, if applicable, meeting the minimum requirements of the applicable Electric Code.
12. _____ Provide the number, type, location and surface area of all existing wall and freestanding signs on the same property. _____ *Check if not applicable*
13. _____ Notarized signature of applicant. If construction value is \$2,500.00 or greater, a certified copy of notice commencement shall be required prior to permit issuance to Property Owner _____ *Check if not applicable*
14. _____ All manufactured signs requiring a sign permit shall have a permanent and visible weatherproof identification plate affixed to the sign exterior. The plate shall identify (1) the name of the manufacturer, (2) the date of installation, (3) the sign permit number, and (4) the electric permit number (if any) with the input VA (Volt Amperes) at full load for electric. (Section 9.10) _____ *Check if not applicable*

NOTARY – AUTHORIZED TO ACT AS APPLICANT FOR PROPERTY OWNER

I, _____, being the owner of the property concerning this Sign Application hereby authorize _____ to act as my representative with this Sign Application and to follow requirements as provided in Sign Application.

Property Owner’s Signature _____ Date _____

**STATE OF ALABAMA
COUNTY OF LEE**

I, _____, a Notary Public in and for said County and State, hereby certify that whose name is signed to the foregoing document, and who is known to me or acknowledged before me on this day, that being informed of the contents of said document, did execute the same voluntarily on the day that bears the same date.

Given my hand and seal of office this ____ day of _____,

Notary Public

My Commission Expires:_____

DATE OF COMMENCEMENT OF WORK

The giving of a notice of commencement of work/labor is effective this _____ day of _____, 20____ for the construction and/or installation of sign(s) on the property as described in this application. If the said sign(s) are not actually commenced within 90 days after this Notice is signed the Notice is void and of no further effect.

Property Owner or Authorized Representative Date _____

**STATE OF ALABAMA
COUNTY OF LEE**

I, _____, a Notary Public in and for said County and State, hereby certify that , whose name is signed to the foregoing document, and who is known to me or acknowledged before me on this day, that being informed of the contents of said document, did execute the same voluntarily on the day that bears the same date.

Given my hand and seal of office this ____ day of _____,

Notary Public

My Commission Expires:_____

SECTION 9.5. GENERAL PROVISIONS for SIGNS *(This section answers typical questions asked by sign companies or business owners requesting a sign permit. The section is not conclusive. Refer to Section IX Sign Regulations for other regulations.)*

1. It shall be unlawful for any person or business or the person in charge of the business to erect, construct, alter or maintain a sign structure, without first obtaining a building permit from the city in accordance with the provisions of the Building Code and applicable law. The requirement of a building permit under the building code of the city is a separate and independent of the requirement for a sign permit under this section.
2. Both the owners or other persons in charge or control of the sign and owners or other persons in charge or control of the property on which the sign is located are responsible for assuring compliance with Section IX. Any failure or refusal to comply with Section IX shall be in violation and punished as herein provided.
3. Sign, Illuminated. Any sign or portion thereof which is illuminated by artificial light, either from an interior or exterior source, including outline, reflective or phosphorescent light (including but not limited to plasma or laser), whether or not the source of light is directly affixed as part of the sign, and shall also include signs with reflectors that depend upon sunlight or automobile headlights for an image.
4. Illumination of signs adjacent to single-family residential uses. No sign located within fifty (50) feet of a property with a single-family use or zoned for a single-family use shall be internally illuminated.
5. Luminance/Brightness Level. All self-luminous outdoor signs are subject to brightness levels consisting of surface luminosity limits, both during the daytime and nighttime hours. During the daytime (after sunrise and before sunset), the maximum limit of luminosity shall be one thousand (1,000) nits, or 1000 cd/m². During the nighttime hours (after sunset and before sunrise), there shall be a maximum limit of luminosity of one hundred fifty (150) nits, or 150 cd/m².
6. Any portion of the sign face or sign structure that is illuminated shall count against the total square footage of allowable sign area.
7. Open-letter display area. An open-letter display area for a wall sign shall be measured by the number of square feet in the smallest rectangle within which all letters, logos, symbols or other elements of the sign can be enclosed.
8. Background panel signs. Sign copy that is mounted, affixed, or painted on a background panel or area distinctively painted, textured or constructed as a background for the sign copy, is measured as that area contained within the sum of the smallest rectangles, squares, triangles, parallelograms, circles or ellipses, or combination thereof, that will enclose both the sign copy and the background.
9. Illuminated background signs. The area of a sign with copy mounted, affixed, or painted on an illuminated surface or illuminated element or a building or structure, is measured as the entire illuminated surface or illuminated element which contains sign copy.
10. As part of a permitted on-premise freestanding sign or wall sign and notwithstanding Section 9.4, Prohibited Signs, or any other provision of this Section IX to the contrary, an on-premise changeable copy sign, manual or electronic (LED), may be installed. The changeable copy sign shall not exceed fifty percent (50%) of allowable area of the freestanding sign or wall sign. the static display time for each message on an on-premise changeable copy sign shall be at least ten (10) seconds, and the time to change from one (1) message to another shall be no greater than two (2) seconds. In no event shall the message scroll in any direction. *(See Section 9.5 (24))*
11. Window Signs - Permanent window signs are permitted provided that the window sign may not cover more than thirty percent (30%) of the area of any window. Permanent window signs may be internally illuminated. A sign permit is not required for a permanent window sign.
12. Permanent wind-activated signs when used for commercial advertising are prohibited in all zoning districts.
13. Sign structures that remain vacant, unoccupied or devoid of any message, or display a message pertaining to a time, event or purpose that no longer applies shall be deemed to be discontinued. (b.) A nonconforming sign deemed discontinued shall immediately terminate the right to maintain such sign. (c.) Within one hundred eighty (180) calendar days after a sign structure has been discontinued, it shall be the responsibility of the property owner or the property owner's authorized agent to remove the discontinued sign and to patch and conceal any and all damage to any other structure resulting from removal of the sign.

14. Abandoned Sign - A sign that is not operated or maintained for a period of one hundred eighty (180) calendar days or longer. The following conditions shall be considered as the failure to operate or maintain a sign: (1) the sign displays advertising for a product or service which is no longer available, (2) the sign displays advertising for a business which is no longer licensed, or (3) the sign is blank.
15. A legal nonconforming sign may not be altered in any manner not in conformance with this section. This does not apply to reasonable repair and maintenance of the sign or to a change of copy provided that by changing the copy structural alterations are not required.
16. Any building permit for an addition, alteration, or improvement valued at more than fifty (50) percent of the fair market value of the structure or building for work at locations where any nonconforming sign exists shall specify and require that such nonconforming signs located within the boundaries of the development site, and within the limits of the applicant's control, shall be brought into conformance with the provisions of this section. If the nonconforming sign is prohibited as provided in Section 9.4, Prohibited Signs, the sign shall be removed.
17. Signs for a legal nonconforming use: a. New or additional signs for a nonconforming use shall not be permitted. b. A nonconforming sign for a nonconforming use that ceases to be used for a period of one hundred eighty (180) consecutive calendar days or is replaced by a conforming use, shall be considered a prohibited sign and shall be removed or brought into conformance upon establishment of a conforming use.
18. All existing signs that are not specifically allowed or that do not comply with all the provisions of the Zoning Ordinance shall be considered nonconforming signs and shall not, after the effective date of this Section IX, be relocated, enlarged, structurally altered or extended unless such sign shall be made to comply with all provisions of this Section IX.
19. Normal repairs and repainting of a nonconforming sign is permitted. However, when a nonconforming sign is structurally repaired, damaged or destroyed by any means including neglect to the extent of fifty percent (50%) or more of its replacement value, exclusive of foundations, as determined by the Chief Building Inspector or his or her designee, the nonconforming sign shall not thereafter be restored, unless such sign shall be made to conform to all the provisions of this Section IX.
20. Prohibited Signs - Off-Site Commercial Signs, abandoned signs, discontinued signs, animated signs, flashing signs, moving signs, blinking signs, scrolling signs, twirling signs, swinging signs, revolving signs, rotating signs, flutter Signs, feather signs, roof signs, portable signs, wall wrap signs, prohibited vehicle signs - *(A definition of each of these signs is in Section IX Sign Regulations)* Wind-activated signs, such as streamers, pennants, and balloons, including wind-activated banners, cold air inflatables, fixed airborne signs, Signs within a Sight Visibility Triangle *(This list is not conclusive. See Section IX Sign Regulations)*

APPROVAL & SIGNATURES

I, the undersigned sign contractor/property or business owner/authorized applicant, certify that I have read and examined this application and know the application and all plan submittals are true and correct. I understand that I am required and responsible to install all signs in all respects as described in this application & plans attached, and according to Section IX Sign Regulations. I understand that all regulations governing the installation of Signs must be complied with whether specified herein or not.

Signature of sign contractor/property/business owner

Print Name

date

Comments/Notes:

Planning Department

date

Reviewed & Approved