

# SIGN PERMIT APPLICATION



Washington County, Tennessee  
Zoning Office  
P.O. Box 219  
Jonesborough, TN 37659  
Zoning@WashingtonCountyTN.org

## CONTRACTOR / APPLICANT

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Contractor License # \_\_\_\_\_

## PROPERTY OWNER(S)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

## SITE INFORMATION

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Civil District \_\_\_\_\_ Tax Map \_\_\_\_\_ Group \_\_\_\_\_ Parcel(s) \_\_\_\_\_

Existing Use \_\_\_\_\_ Road Frontage (ft.) \_\_\_\_\_ Zoning \_\_\_\_\_ Overlay District \_\_\_\_\_

## SIGNAGE DETAILS

1. Type of Sign:  Freestanding  Monument  Electronic Message Board  Changeable Message Sign  Other

Area (total sq. ft.) \_\_\_\_\_

Height (to highest point) \_\_\_\_\_

Setback (to public right-of-way) \_\_\_\_\_

Setback (to nearest side or rear) \_\_\_\_\_

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Illuminated
<input type="checkbox"/>	<input type="checkbox"/>	Existing
<input type="checkbox"/>	<input type="checkbox"/>	Temporary

2. Type of Sign:  Freestanding  Monument  Electronic Message Board  Changeable Message Sign  Other

Area (total sq. ft.) \_\_\_\_\_

Height (to highest point) \_\_\_\_\_

Setback (to public right-of-way) \_\_\_\_\_

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Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Illuminated
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Total Estimated Valuation (\$) \_\_\_\_\_

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## Warnings to Property Owner

*Failure to obtain necessary permits prior to commencement of construction may result in payment of double the assessed permit fee. You are also subject to additional fines, not to exceed \$500.00 per day.*

I certify that construction:            has not commenced                                has commenced   

*Failure to identify and meet setback requirements may result in the removal or relocation of construction. You are also subject to additional fines or a stop work order for noncompliance. An aerial map, survey, or site plan must be submitted to verify the location of the sign and applicable setback distances. Additional diagrams or visuals showing all proposed signs, with details regarding sign area and sign height must also be submitted. If replacing an existing sign, before and after images must be provided.*

I certify that documentation:            has been provided                                has not been provided   

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## Additional Information

*A Sign Permit Fee of \$1.00 per square foot of sign area will be assessed to the permit. Permit fees are non-transferrable and non-refundable.*

*All inspections must be scheduled by 3:00 P.M. the day prior. Inspections can be scheduled by calling (423) 753-1753.*

*This permit shall become invalid unless work is started within 180 days from permit issuance. If work is suspended or if no inspection is requested for 180 days this permit will expire.*

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*By signing below, I certify that all information provided is true and correct. The granting of a permit does presume to give authority to violate or cancel the provisions of any local, state, or federal laws regulating construction or the performance of construction. I certify that all work will be done in compliance with all applicable codes, statutes and ordinances, and with the conditions of this permit. I understand that the issuance of the permit creates no legal liability, express or implied, on the state or county. I expressly grant the Building Official, or authorized agent, permission to enter the premises for which this permit is sought at all reasonable hours and for any proper purpose to inspect the work which is being done. I have received and read the permit instructions sheet.*

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PROPERTY OWNER SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*The Tennessee Public Records Act (TPRA) grants Tennessee citizens the right to access open public records that exist at the time of the request. The TPRA does not require custodians to complete information or create or recreate records that do not exist.*

## STAFF USE ONLY

**FILE #** \_\_\_\_\_

**STAFF SIGNATURE** \_\_\_\_\_ **DATE RECEIVED** \_\_\_\_\_