



# Sign Permit Application

Town of Smyrna – Department of Planning & Codes  
315 South Lowry Street  
Smyrna, Tennessee 37167  
Phone: 615-355-5706 Fax: 615-355-5781

**All required supporting documents must be submitted at the time of application. Please review the Sign Permit Application Guidelines before submitting your application to determine what information needs to be included.**

## 1. Applicant Information:

Applicant Name:	Company:
Applicant Address:	
Phone Number:	Date:

## 2. Sign Request Information:

Proposed Sign Location:					
Tax Map:	Group:	Parcel:	Existing Zoning:	Lot Area:	
Business Name: (If different from applicant)				Estimated Cost of Sign:	
Type of Sign Proposed: (Please circle all that apply.)					
Wall	Pole	Monument	Development	Temporary	Other: _____

\_\_\_\_\_

*Applicant Signature* *Date*

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For Official Use Only

Approved by: \_\_\_\_\_ Permit Fee: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Notes: \_\_\_\_\_



# Sign Permit Application Guidelines

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**For information about sign regulations, please refer to the Town of Smyrna Sign Ordinance which is available online at [www.townofsmyrna.org](http://www.townofsmyrna.org).**

## General Information:

1. For multiple signs on a single zone-lot with a single tenant, only one (1) completed application form must be submitted.
2. Electrical permits, if necessary, must be obtained from the Tennessee State Electrical Inspectors. Please contact them at 615-896-6117 to determine if an electrical permit is needed.
3. Current permit fees are as follows:
  - a. Permanent signs - \$100 + \$0.30 per square foot of copy.
  - b. Temporary and Development signs - \$30 per permit period.
4. The permit period for temporary signs is 15 days. Temporary signs may be renewed for up to 90 days per calendar year.
5. Permitted development signs must be removed at the completion of construction.
6. Banners are only permitted as temporary signs.
7. Off premise signs, portable signs, and signs located in the right-of-way are prohibited.
8. The re-facing of previously permitted signs requires a new permit.
9. Signs taller than 20 feet require a footing inspection.
10. Sign variance requests may be made to the Board of Zoning Appeals. Please ask Planning staff for more information.

## Requirements for Wall Signs:

1. Description, location, and size of all existing signs.
2. Drawings, to scale, showing the shape, elevation, and size of all proposed sign(s).
3. Dimensions of the corresponding wall(s) where proposed sign(s) will be located.

## Requirements for Pole and Monument Signs:

1. Description, location, and size of all existing signs.
2. Drawings, to scale, showing the shape, elevation, and size of all proposed sign(s).
3. Site plan, drawn to scale, showing proposed sign location, existing pole or monument signs, and any easements located on the site. Signs must meet all required setbacks. Engineered drawings must be submitted for signs taller than 20 feet.

## Requirements for Temporary and Development Signs:

1. Description, location, and size of all existing temporary or development signs on the lot.
2. Drawings, to scale, showing the shape, elevation, and size of all proposed sign(s).
3. Site plan, drawn to scale, showing proposed sign location and any easements located on the site for proposed temporary or development ground signs. Signs must meet all required setbacks.
4. For temporary signs, please indicate the number of days you intend to display the sign.