



City of Vestavia Hills, Alabama Department of Building Safety

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SIGN PERMIT APPLICATION

ORDINANCE NO. 2201

APPLICATION DATE _____ PERMIT # _____ *Permit No. assigned by Vestavia Hills*

PROJECT NAME _____

PROJECT ADDRESS _____

PROPERTY OWNERS NAME _____

SIGN MANUFACTURER _____ MFR CERTIFICATION # _____

SIGN CONTRACTOR _____ E-MAIL _____

ADDRESS _____
STREET STATE ZIP CODE PHONE #

ELECTRICAL CONTRACTOR _____
Must obtain an electrical permit before work or inspection is scheduled

TYPE OF OCCUPANCY	DESCRIPTION OF SIGN
<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> WALL OTHER (DESCRIBE) _____
<input type="checkbox"/> BUSINESS	<input type="checkbox"/> FREE STANDING _____
<input type="checkbox"/> INSTITUTIONAL	<input type="checkbox"/> PROJECTING _____
<input type="checkbox"/> SHOPPING CENTER	<input type="checkbox"/> CANOPY/AWNING _____

Does sign include an electronic message board? YES NO (attach details if "Yes") Overall height from ground to the bottom of sign _____
Illumination: INTERIOR EXTERIOR NONE Approval letter from property owner _____
Overall height from ground to the top of the sign _____

UL LISTING # _____ COPY AREA (SQFT) _____ SQUARE FOOTAGE OF BUILDING SPACE _____
LENGTH _____ NO. OF EXISTING SIGNS _____ DESCRIBE WORK/USE _____
HEIGHT _____ DISTANCE FROM STREET _____

WITH THIS APPLICATION, THE CONTRACTOR OR AGENT SHALL INCLUDE A SCALED SITE PLAN OR, FOR FREESTANDING SIGNS, A STAMPED SURVEY THAT SHOWS THE DISTANCES TO PROPERTY LINES, R.O.W. LINES, EASEMENTS, BUILDINGS, AND PAVEMENT EDGES; AND A DETAILED DRAWING SHOWING ALL SIGN DIMENSIONS, SIGN AREA, COPY AREA, AND THE LOCATION OF SIGN. PLEASE INCLUDE PHOTOGRAPHS OF THE SIGN LOCATION. THE SIGN MUST BE UL LISTED. PLEASE COMPLETE ONE APPLICATION FOR EACH PROPOSED NEW SIGN. **LOCATION OF SIGNS WITHIN THE PUBLIC RIGHT OF WAY ARE PROHIBITED.**

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED FOR CONSIDERATION

I hereby certify that I have read this application, that all information contained herein is true and correct, and that I agree to comply with all City of Vestavia Hills ordinances and state laws regulating the installation of signs. This permit is subject to revocation at any time upon the violation of any provision of any ordinance, rule, or regulation of the City of Vestavia Hills or upon change in plans and specifications not authorized by the City of Vestavia Hills.

IF INSTALLING MULTIPLE SIGNS, PLEASE FILL OUT ONE APPLICATION FOR EACH SIGN AND PUT TOTAL COST OF ALL SIGNS ON PAGE 1.

DATE _____
Signature of Sign Contractor or Authorized Agent

\$ _____
Total Cost of All Signs, Materials & Installation Please Print Name

FOR OFFICE USE ONLY

COST OF PERMIT (\$9.00 PER THOUSAND PLUS \$41.00 ISSUANCE FEE) \$ _____

ZONING _____ SIGN ORDINANCE SECTION(S) _____

DESIGN REVIEW BOARD APPROVAL DATE _____ SITE REVIEW _____

APPROVED/DENIED _____ REVIEWED BY _____
INSPECTOR/BUILDING OFFICIAL INSPECTOR/BUILDING OFFICIAL