



**City of Vestavia Hills, Alabama  
Department of Building Safety**

**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"/> BUSINESS <input type="checkbox"/> INSTITUTIONAL <input type="checkbox"/> SHOPPING CENTER	<input type="checkbox"/> WALL <input type="checkbox"/> FREE STANDING <input type="checkbox"/> PROJECTING <input type="checkbox"/> CANOPY/AWNING OTHER (DESCRIBE) _____ _____ _____

Does sign include an electronic message board? **YES / NO** (attach details if "Yes") \_\_\_\_\_ Overall height from ground to the bottom of sign \_\_\_\_\_  
 Illumination (Circle One): **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.*

**DATE** \_\_\_\_\_ Signature of Sign Contractor or Authorized Agent

**\$** \_\_\_\_\_ Total Cost of Sign, 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