

Telephone: (731) 425-8262

SIGN PERMIT APPLICATION
CITY OF JACKSON
BUILDING & HOUSING CODES DEPARTMENT

Fax: (731) 425-8228

INSTALLER INFORMATION

If you are the owner and are installing the SIGN yourself check here -

If you are a SIGN COMPANY with an account number already assigned, please fill out the following:

ENTER YOUR JBHCD ACCOUNT NUMBER HERE:

COMPANY NAME:

If you do not have a JBHCD account number and wish to establish one please complete the following

CONTACT NAME (INDIVIDUALS NAME, OWNER, CONTACT PERSON, ETC.)

COMPANY NAME

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER INCLUDING AREA CODE

BUSINESS LICENSE

IF YOU ARE UNSURE AS TO WHETHER YOU NEED A BUSINESS LICENSE, PLEASE CALL (731) 425-8298 OR (731) 425-8214 FOR CLARIFICATION.

SITE INFORMATION

PROPERTY ADDRESS (Must include street number and name)

WORK LOCATION (SPACE, SUITE OR APT. #, ETC.)

PROJECT NAME (Example: Bill's Sign Company)

PLAN REVIEW NUMBER (IF APPLICABLE)

OWNER NAME (OWNER PER DEED OR PERSON IN CHARGE OF PROPERTY)

ADDRESS

CITY

STATE

ZIP

TELEPHONE NUMBER (INCLUDING AREA CODE)

DESCRIPTION OF SIGN

SIGN CLASSIFICATION

POLEGROUND SIGN* OTHER* _____

WALL SIGN* _____

ROOF SIGN* _____

MOBILE ILLUMINATED SIGN BANNER
 30 DAY 60 DAY

OFF PREMISE SIGNS REQUIRE PLAN REVIEW.
PLEASE SEE SIGN PLAN REVIEW APPLICATION

TOTAL SQUARE FOOTAGE OF SIGN (NOTE DEF. IN SIGN CODE 21-11)

TOTAL HEIGHT OF SIGN (SEE DEF. SIGN CODE 21-5 (36) IN FEET)

IS THE PROPOSED SIGN ELECTRICALLY ILLUMINATED? YES NO

METHOD OF PAYMENT

CASH CHECK NUMBER _____ BANK DRAFT

* NOTE: A DRAWING OF THE SIGN AND A SITE PLAN INDICATING THE PROPOSED LOCATION OF THE SIGN AND ALL OTHER SIGNS ON THE SITE AND THEIR SIZE (IN SQ.FT.) MUST BE SUBMITTED WITH THE SIGN APPLICATION.

COMMENTS: _____

VALUATION OF TOTAL PROJECT :
MUST INCLUDE ELECTRICAL WORK

SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL WORK.

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

IF BANK DRAFT IS INDICATED UNDER METHOD OF PAYMENT, I DO HEREBY AUTHORIZE PAYMENT OF THIS PERMIT FEE BY A BANK DRAFT ON MY BANK ACCOUNT.

I FULLY UNDERSTAND THAT ALL ELECTRIC SIGNS MUST BE LISTED BY AN APPROVED AGENCY.

THIS INFORMATION TO BE COMPLETED BY JBHCD PERSONNEL

ZONE _____ RIGHT OF WAY _____

SETBACKS

FRONT: _____ RIGHT: _____ LEFT: _____ REAR: _____

APPROVED: _____ DATE: _____

SIGNATURE _____

(DATE) _____