



# SIGN PERMIT - PLANNING & ZONING DEPARTMENT

### Property Owner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Applicant/ Sign Owner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Business Name / Site Location

Business Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

### Sign Installer / Contractor Information

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

City of Gulf Shores Business License #: \_\_\_\_\_

### Sign Information

Number of Proposed Signs: \_\_\_\_\_

Number of Existing Signs: \_\_\_\_\_

Street Footage Width: \_\_\_\_\_

**Work Class:**    New Construction    Addition

Alterations    Remodel    Repairs    Move

Electrical Upgrade    Demo    Other: \_\_\_\_\_

**Foundation / Sign Type:**    Pole    Footing    Slab

Flat Sign    Projecting Sign    Monumental Sign

Real Estate Sign    Fence Sign    Digital / Message Board

Other: \_\_\_\_\_

	SIGN TYPE (Check all that Apply)					SIGN DIMENSIONS			
	Attached	Detached	Illuminated	Non-Illuminated	Digital CC / MB	Width	Height	Total Area	
SIGN 1									
SIGN 2									
SIGN 3									
SIGN 4									

**SEE THE BACK OF THIS APPLICATION FOR LISTING OF ALL SUBMITTAL REQUIREMENTS.**

## Applicability

No person shall erect, alter, relocated, repair, replace the face of, change a sign without first obtaining a permit, except for the following actions which shall not require a permit:

1. Changing the copy, announcement, or message on a changeable copy sign, changing the copy on a bulletin board, poster board, display encasement, or marquee;
2. Cleaning, painting, or comparable maintenance of a sign that does not alter the size, image or message of the sign;
3. Erecting a sign for which a permit is not require in accordance with Article 18-2(G)(1-20) Exempt Signs of the Zoning Ordinance adopted by the City of Gulf Shores.

## Submittal Requirements

No request for a sign permit shall be considered complete until all of the following has been submitted:

- Complete sign permit application
- For detached signs, a current boundary survey of the property, including all improvements, showing the proposed location of the sign.
- A scaled drawing of the proposed signage must be submitted which indicated height, overall dimensions, color, materials, proposed copy, illumination specifications (all sign must meet the requirements of Article 600 of the current adopted National Electric Code), and methods of mounting sign(s). Documentation certifying wind load resistance in accordance with adopted Building Codes must accompany all applications for detached signs. This requirement may be waived for existing detached signs. Existing signage shall be included on drawings.
- For flat signs, a dimensioned outline of the building façade or any other walls whereby a sign is proposed to be placed shall be submitted. The drawing shall clearly indicate the size of the sign and wall for which it is to be placed.

## Application Fees

Sign permit fees listed below apply **only in the corporate limits of the City**. Upon approval of an application for a sign permit and prior to issuance of the permit, a permit fee shall be paid based on the following schedule of rates.

- Site Plan Check Fee..... \$100.00
- Electrical Sign Fee.....\$50.00
- All signs in excess of 32 square feet shall be charged \$1.00 for each square foot in excess of 32 square feet.
- **Double Fee** – The required permit fee shall be double when any work commences prior to securing the appropriate permit.

## LIMITATIONS & RESTRICTIONS ON ELECTRONIC CHANGEABLE COPY, CHANGEABLE COPY, DIGITAL, AND / OR ELECTRONIC MESSAGE BOARDS etc.

- Please read, understand and sign a DIGITAL SIGN APPLICATION.

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I understand that this permit is conditioned upon the correctness of the information I have supplied above and may be revoked upon a finding by the Building or Zoning Official that any relevant item of information is substantially incorrect. I further understand that this permit shall be null and void unless construction of the sign has substantially commenced within six (6) months, 180 days from the date which this permit is issued. I certify that the above information is true and correct.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_