

SIGN PERMIT APPLICATION

CITY OF CLAY, ALABAMA
INSPECTIONS SERVICES DEPT.
P.O. BOX 345, CLAY, AL 35048

PERMIT NO. _____

BUS. LIC. NO. _____

Case No. _____

Date Approved: _____

Please print or type legibly and fill in all that apply

CONTACT PERSON: _____ PHONE: () _____ CELL: () _____
FAX: () _____ EMAIL: _____
ADDRESS: _____ CITY / STATE / ZIP: _____

APPLICANT:	SIGN SITE:
<input type="checkbox"/> Contractor <input type="checkbox"/> Tenant <input type="checkbox"/> Architect <input type="checkbox"/> Designer <input type="checkbox"/> Engineer	<input type="checkbox"/> PROPERTY OWNER <input type="checkbox"/> TENANT
NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
CITY / STATE / ZIP: _____	CITY / STATE / ZIP: _____
PHONE: () _____ CELL: () _____	PHONE: () _____ CELL: () _____
FAX: () _____ PAGER: () _____	FAX: () _____ PAGER: () _____
EMAIL: _____	EMAIL: _____

TYPE OF WORK: NEW ALTERATIONS

WILL SIGN BE ILLUMINATED? YES NO Illuminated signs require separate electrical permit.

TYPE OF SIGN (mark all that apply):

PERMANENT	TEMPORARY	PORTABLE
<input type="checkbox"/> ON PREMISES <input type="checkbox"/> OFF-PREMISES <input type="checkbox"/> FREESTANDING	<input type="checkbox"/> BANNER <input type="checkbox"/> EVENT	<input type="checkbox"/> BENCH
<input type="checkbox"/> BUILDING <input type="checkbox"/> SHOPPING CENTER <input type="checkbox"/> RESIDENTIAL SUBDIVISION	<input type="checkbox"/> CONSTRUCTION	<input type="checkbox"/> OTHER

Real estate, development, political, umbrella, A-frame, window, door, vehicle signs, holiday decorations, signs as part of a city-sponsored special event and signs that are 2.5 square feet in sign face area or less are not required to obtain a permit.

TEMPORARY SIGNS:	PORTABLE SIGNS:
Temporary signs allowed include banners, political signs, real estate signs, yard sale signs, construction signs and development signs. See the ordinance for limitations. In Non-residential areas, an event that is not an election or yard sale, or is not advertised on a banner sign, must be displayed on a portable A-frame sign. Each premises is limited to no more than 4 temporary signs at any time.	Only one portable sign is allowed in addition to one A-frame sign, unlimited number of umbrella signs (over seating area), and unlimited number of wind signs. Portable signs with a marquee are not allowed in Residential Zones.
SIGN FACE AREA _____ Maximum of 4 square feet, except banners (32 sq. ft.)	SIGN FACE AREA _____ Maximum of 32 square feet, except A-frame signs (w-24" & h-48") and wind signs (no limitation).
HEIGHT _____ Maximum of 5 feet if resting on or inserted in the ground (banners excluded)	HEIGHT _____ Maximum of 5 feet when resting on or inserted in the ground (except umbrella signs- no limitation) and A-frame signs (48").
DISPLAY BEGINNING DATE _____	DATE TO BEGIN DISPLAY _____
DISPLAY ENDING DATE _____	DATE SIGN WILL BE REMOVED _____
TOTAL DAYS ON DISPLAY _____ Limitations... banner sign-30 days, yard sale signs- 48 hours after sale ends, construction signs- 85% of project completion.	TOTAL DAYS ON DISPLAY _____ Maximum of 21 days for new business or business owner, except A-frame signs, umbrella signs (over seating area) and bench signs (no limitations).
Off-premises temporary signs are not allowed. A premises is allowed to display a banner sign only twice a year. Yard sale signs must include contact information.	Rigid signs are only allowed with temporary messages, making it a temporary sign. Off-premises portable signs are not allowed.

Temporary Sign Fees	Portable Sign Fees
Banner sign fee \$10.00 Other temporary sign fees- \$25.00 per sign (Attach list if more than one.) Number of temporary signs included on this form: _____	For 21 days, a new business will be charged \$25 to cover all portable signs during that time period. (Attach list if more than one.) All other businesses will be charged \$25 per portable sign (except umbrella and A-frame signs that are not charged a fee).
Temporary Sign Fees: \$ _____	Portable Sign Fees: \$ _____

PERMANENT SIGNS:

Permanent sign drawings must be included with this application.

Supply dimensioned plot plan showing placement of proposed sign, placement of all other signs for this premises and dimensions from property lines and building walls.

Auxiliary signs are allowed, not to exceed three square feet.
Signs are not to be in shape of sponsor name or motif.
Roof Signs are not allowed.

Will sign include a reader board or bulletin board?
(No more than 30% of sign face area)

YES NO

PERMANENT FREESTANDING SIGNS:

NUMBER OF FACES _____ THREE DIMENSIONAL? YES

NO

IS THIS A SUBDIVISION SIGN? YES NO

SIGN FACE AREA _____ HEIGHT _____

Two subdivision signs, one at each major entrance, are allowed. They are limited to no more than 32 sq. ft. in sign face area (which does not include frame or background).

Each lot in Non-residential Zones is allowed one freestanding sign. One shopping center freestanding sign is allowed per center, in addition to outparcel freestanding signs. Freestanding signs must display the street number.

BUILDING MATERIALS ALLOWED FOR FRAMES, SUPPORTS AND

ORNAMENTATION: Brick, natural or imitation stone, stained and split-face block. The following materials are also allowed if used in combination with brick, split-face block or stone: EIFS, metal panels and plastic. Wood is allowed for frames, backgrounds and ornamentations, but not for supports.

PERMANENT BUILDING SIGNS:

AWNING OR OTHER PROJECTING SIGN:
EXTENSION MEASUREMENT
(from the building)

_____ No more than 3 feet.

IS SIGN OPEN FACE OR AWNING?

YES NO

SIGN FACE AREA

In HC, NC, TC, I, and NI Zones, one wall-mounted nameplate sign is allowed per occupant in addition to the building sign limitations in chart below.

CERTIFICATION

I hereby certify that I have read this application and that all information contained herein is true. If any portion of this information, either intentionally or unintentionally, is false or is a misrepresentation of the material facts, the permit or process granted will be void. I further certify that if I am not the owner, I have proper authorization from the owner to act as a representative on his / her behalf and that I may be required to provide written documentation of such authorization to the City of Clay.

Date _____

Signature (Applicant)

Permanent Freestanding Signs Area and Dimensional Requirements

Zones or Uses	Apartments and Condominiums	AG and CU Zones	All Residential	NC, TC, SC, CI and NI Zones	HC Zones	All Industrial Zones
Maximum Number	Individual Bldg: 1 per street frontage; Complex: 1 per entrance	1 sign per lot	Subdivision signs only at entrances	1 per lot	1 per lot	1 per use
Maximum Height	5 feet	5 feet	5 feet	8 feet	8 feet	8 feet
Maximum Sign Face Area per sign	32 square feet	32 square feet	32 square feet	50 square feet	50 square feet	50 square feet

Permanent Sign FEE

\$7.00 Per \$1,000

\$ _____

\$50.00 Minimum

**Total FEE Amount
For all signs included in this
form and attachments**

\$ _____

Permanent Building Signs Area and Dimensional Requirements

Zones or Uses	Apartments and Condominiums	AG and CU Zones	All Residential	NC, TC, SC, CI and NI Zones	HC Zones	All Industrial Zones
Maximum Number	Identity Signs Individual Bldg: 1 Complex: 1	None	1 Nameplate Sign per residence	1 per tenant or owner & two canopy signs	1 per tenant or owner & two canopy signs	1 per tenant
Maximum Sign Face Area per Sign	9 square feet	N/A	N/A	12 square feet	24 square feet	24 square feet
Maximum Total Sign Face Area	9 square feet	N/A	2 square feet	6 square feet per 25 linear feet of facade	18 square feet per 35 linear feet of facade	18 square feet per 40 linear feet of facade

SHOPPING CENTER NUMBER, AREA AND DIMENSIONAL REQUIREMENTS

12,000 or less leasable sq. ft.-
Maximum one sign that is no more than 8 ft. in height and 50 sq. ft. in sign face area.

12,001-24,000 leasable sq. ft.-
Maximum one sign that is no more than 10 ft. in height and 75 sq. ft. in sign face area.

24,001 or more leasable sq. ft.-
Maximum one sign that is no more than 12 ft. in height and 100 sq. ft. in sign face area.