Sign Permit Application

City of Franklin - Department of Planning & Engineering

Location of Work:

Address: _____
Business Name: _____

Applicant:

Name: _____
Address: _____
_____
Phone: _____
E-mail: _____

Contractor (if applicable):

Name: _____
Address: _____
_____
Phone: _____
E-mail: _____

Property Owner:

Name: _____
Address: _____
_____
Phone: _____
E-mail: _____

The Applicant is the:

☐ Contractor ☐ Business Owner ☐ Property Owner

Describe all Existing Signs (Size & Type):

1. _____
2. _____
3. _____
4. _____
5. _____

Permit Requirements:

A separate application is required for each sign.

Each application must be accompanied by a:
(1) site plan indicating the exact location of the proposed and existing signage, as well as the proposed setback from the right-of-way; and
(2) drawing and/or photograph of the proposed sign indicating the dimensions of the sign.

Sign Type:

Multi-Tenant Sign ☐ Free Standing Sign ☐
Wall Sign ☐ Projecting Sign ☐
Awning Sign ☐ Window Sign ☐
Temporary Sign ☐

Building Frontage (Feet): _____
(linear feet of the front façade of the building that is occupied by this business; corner properties may use the largest side)

Sign Area (Square Feet): _____

Height (Feet): _____

Notes: _____
_____

Certification:

I certify that the information contained on this form is complete and accurate.

Applicant Name:

_____
(Print)

_____
(Signature) (Date)

Phone # to call when permit is ready to be picked up: _____
or, E-mail: _____

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Department Use Only:

Permit #: _____
Permit Fee: _____
Receipt #: _____
Date Received: _____
Date Issued: _____

Township: _____
Zoning: _____
Permitted: _____ BZA Case: _____
Reviewed by: _____
Notes: _____
_____

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