

# ONE STOP PERMITTING

CITY OF BIRMINGHAM  
DEPARTMENT OF PLANNING, ENGINEERING & PERMITS  
710 20<sup>th</sup> Street, North  
ROOM 210, CITY HALL  
BIRMINGHAM, ALABAMA 35203

Larry P. Langford, Mayor

Andre V. Bittas, Director

## SIGN PERMIT APPLICATION

Date \_\_\_\_\_  
Case No. \_\_\_\_\_  
Master No. \_\_\_\_\_  
Project No. \_\_\_\_\_

P.I.D. No.: \_\_\_\_\_ Address Verified By: \_\_\_\_\_  
Modified Address: \_\_\_\_\_

Please print or type legibly and fill in all that apply

Job Site Address: \_\_\_\_\_  
Location: (floor, wing, suite, etc.) \_\_\_\_\_  
Project Name \_\_\_\_\_

PROPERTY OWNER                       TENANT

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: ( ) \_\_\_\_\_ CELLULAR: ( ) \_\_\_\_\_  
FAX: ( ) \_\_\_\_\_ PAGER: ( ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

Contractor\*    Tenant    Architect\*    Designer\*    Engineer\*

NAME: \_\_\_\_\_  
COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_  
PHONE: ( ) \_\_\_\_\_ CELLULAR: ( ) \_\_\_\_\_  
FAX: ( ) \_\_\_\_\_ PAGER: ( ) \_\_\_\_\_  
EMAIL: \_\_\_\_\_

\*Applicant is required to be authorized by owner to undertake work

CONTACT PERSON: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
CITY/STATE/ZIP: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_ CELLULAR: ( ) \_\_\_\_\_  
FAX: ( ) \_\_\_\_\_ PAGER: ( ) \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

<p style="text-align: center;"><u>PROPOSED USE</u></p> <p><input type="checkbox"/> On-Premise Permanent <input type="checkbox"/> On-Premise Portable <input type="checkbox"/> Off-Premise <input type="checkbox"/> On-Premise Temporary <input type="checkbox"/> On-Premise Roof</p> <p style="text-align: center;"><u>TYPE OF WORK</u></p> <p><input type="checkbox"/> Alterations <input type="checkbox"/> New <input type="checkbox"/> Large Assembly</p>	<p style="text-align: center;"><u>FEATURES</u></p> <p><input type="checkbox"/> Electrical <input type="checkbox"/> Illumination <input type="checkbox"/> Animation</p> <p style="text-align: center;"><u>CONFIGURATION</u></p> <p><input type="checkbox"/> Monument <input type="checkbox"/> Pole <input type="checkbox"/> Projecting <input type="checkbox"/> Wall <input type="checkbox"/> Window <input type="checkbox"/> Roof Sign <input type="checkbox"/> Other _____</p>	<p style="text-align: center;"><u>OVERALL HEIGHT OF SIGN</u></p> <p>_____ ft.</p> <p style="text-align: center;"><u>NO. OF FACES</u></p> <p>_____</p> <p style="text-align: center;"><u>SIGN FACE AREA</u></p> <p>_____ sq. ft.</p>	<p style="text-align: center;"><u>OTHER SIGNS ON PREMISE</u></p> <p>_____ sq. ft.</p> <p style="text-align: center;"><u>TOTAL SIGNS ON PREMISE</u></p> <p>_____ sq. ft.</p> <p style="text-align: center;"><u>BUILDING FACADE AREA</u></p> <p>_____ sq. ft.</p>
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DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_

### FOR STAFF USE

PERMIT FEE WAIVED  
 Yes    No

PENALTY FEE  
 Yes    No

PENALTY FEE WAIVED  
 Yes    No

### 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 representative on his/her behalf and that I may be required to provide written documentation of such authorization to the City of Birmingham.

If the valuation on a commercial project is \$50,000 and over, the contractor **must** have an Alabama General Contractors license.

Signature (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

### FEES

SIGN	APPLICATION FEE	PERMIT FEE	ANNUAL FEE
PORTABLE	\$ 30.00	\$ 50.00	\$ 50.00 per structure
TEMPORARY	\$ 30.00	\$ 25.00	\$ 30.00 per structure
ON PREMISE	\$ .20 / sq. ft. of total sign face area	\$ 50.00	\$ 10.00 (any sign over 70 sq. ft. sign face)
ON PREMISE ROOF SIGN	\$ 30.00	\$ 75.00	
OFF PREMISE	\$ .20/ sq. ft. of total sign face area	\$ 100.00	\$ 50.00 per structure

### ADDITIONAL FEATURES

ANIMATION/SPECTACULAR    \$ 25.00  
ELECTRICAL    Must apply for Electrical Permit prior to issuance of Sign Permit