



**City of Gallatin**  
**SIGN PERMIT APPLICATION**

Gallatin Sign Permit #: \_\_\_\_\_

Electric Permit #: \_\_\_\_\_

**Applications will not be accepted if incomplete or without supporting documents. See reverse side for required supporting documents per sign type. All signs shall comply with Gallatin Zoning Ordinance Section 13.07.**

**PLEASE PRINT OR TYPE**

**1. APPLICANT INFO** (Complete all information)

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

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

Sign Contractor: \_\_\_\_\_ Sign Contractor Phone: \_\_\_\_\_

Sign Contractor Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Property Owner Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

**2. PROPERTY INFORMATION** (Complete/check all that apply)

Single Tenant     Multi-Tenant     Corner Unit     Corner Lot

Tenant Unit Width Front: \_\_\_\_\_ ft.    Tenant Unit Width Side if Corner Unit: \_\_\_\_\_ ft.

Lot Frontage Width Front: \_\_\_\_\_ ft.    Lot Frontage Width Side if Corner Lot: \_\_\_\_\_ ft.

Total Square Foot of ALL Wall Signs (New and Remaining) on Building: \_\_\_\_\_ sq. ft.

**3. ELECTRICAL INFORMATION**

(Check all that apply)

\*An electric permit is required for all new electric, cabinets and digital signs prior to approval of a sign permit.

New Electric     New Cabinet(s)

Existing Electric     N/A

**4. TYPE OF SIGN AND SPECIFICATIONS FOR EACH** (Complete/check all that apply)

**Freestanding** x \_\_\_\_\_     New Structure - \_\_\_\_\_ ft. height /     Existing Structure - \_\_\_\_\_ ft. height

1.  New Cabinet /  Face Change /  Illuminated /  Digital /  Single /  Double    Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

**Setback of Leading Edge of Sign From:** Property Line: \_\_\_\_\_ ft. / Edge of Road: \_\_\_\_\_ ft. / Sidewalk: \_\_\_\_\_ ft.

2.  New Cabinet /  Face Change /  Illuminated /  Digital /  Single /  Double    Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

**Setback of Leading Edge of Sign From:** Property Line: \_\_\_\_\_ ft. / Edge of Road: \_\_\_\_\_ ft. / Sidewalk: \_\_\_\_\_ ft.

**Digital Sign Specifications:** Digital Sign Face: \_\_\_\_\_ sq. ft. / Background Color: \_\_\_\_\_ / Distance from closest residence: \_\_\_\_\_ ft.

Address of closest residential property: \_\_\_\_\_ / What street front will the digital sign be located? \_\_\_\_\_

**Wall** x \_\_\_\_\_     Cabinet /  Channel Letter /  Channel Letters on Raceway

1. Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft.     New /  Face Change /  Illuminated /  Front /  Side /  Back

2. Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft.     New /  Face Change /  Illuminated /  Front /  Side /  Back

3. Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft.     New /  Face Change /  Illuminated /  Front /  Side /  Back

**Awning or Projecting:** Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft. / \_\_\_\_\_ ft. above sidewalk / Extends \_\_\_\_\_ ft. from building /  New /  Change Out

**Window:** Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft. of Total Window Area per Façade / \_\_\_\_\_ % of Window Coverage Per Façade

**Banner:** Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft. / \_\_\_\_\_ Start Date / \_\_\_\_\_ End Date

**Other Type of Sign:** \_\_\_\_\_ Length \_\_\_\_\_ x Height \_\_\_\_\_ = \_\_\_\_\_ sq. ft.

**I hereby acknowledge that the information given herein is correct and true and I agree to comply with all laws and regulations governing signs in the City of Gallatin.**

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Sign Cost \_\_\_\_\_

### Wall Signs

- Sign Application (All applicable areas filled out on application)
- Illustration of front façade showing (a printed photograph is acceptable):
  - Sign location
  - Width of front façade of business unit
- Illustration of sign showing:
  - Dimensions
- Distance above parapet if applicable
- Electric Permit if new illuminated sign cabinet is being installed. (If it is a face change only it will not require an electric permit.)

### Monument Sign/Existing Pole Signs

- Sign Application (All applicable areas filled out on application)
- Site plan of property showing:
  - Sign location
  - Width of property line where sign is going to be located
  - All ROW locations
  - Distance from leading edge of sign to property line
- Illustration of sign showing:
  - Dimensions of all sign faces
  - Structure dimensions
  - Footing details if new monument sign
- Electric Permit if new illuminated sign cabinet is being installed. (If it is a face change only it will not require an electric permit.)

### Awning Sign / Projecting Sign

- Sign Application (All applicable areas filled out on application)
- Illustration of:
  - Front façade showing awning or projecting sign location, dimensions and width of façade.
  - Aerial illustration of building showing proposed awning or projecting sign dimensions, location, and extension in comparison to sidewalk and/or right-of-way.
  - Dimensions of lettering on awning
- Hold Harmless Agreement and Certificate of Liability Insurance if awning or projecting sign extends over a public right-of-way

### **Gallatin Municipal Code 15-6. Signs and awnings, etc., over or across street, etc. restricted.**

(a) Signs, awnings, or other structures which project over any street or other public way shall be erected subject to the requirements of the City of Gallatin Zoning Ordinance and applicable building codes. It shall be unlawful for any person to place or have placed any banner or sign across or above any public street or alley except as expressly authorized by the Zoning Ordinance or city council.

(d) In the event the application shall be approved, the applicant shall furnish and maintain adequate liability insurance coverage for the protection of the general public and shall hold the city harmless from any damages resulting from the placement and maintenance of said structure or device and this shall be accomplished by a separate written agreement binding upon the applicants, their heirs, personal representatives, assigns and successors.

(g)...Signs and awnings authorized in the Gallatin Zoning Ordinance shall not be required to obtain city council approval.