



City of Gallatin
BILLBOARD SIGN PERMIT APPLICATION

Gallatin Sign Permit #: _____

Electric Permit #: _____

Applications will not be accepted if incomplete or are without supporting documents.
See the reverse side for required supporting documents.

PLEASE PRINT OR TYPE

Outdoor Advertising Agency / Sign Owner			Telephone
Contact Name	Title	Email	
Mailing Address	City/Town	State	Zip Code

LOCATION OF SIGN

Address of Sign Location	Tax Map and Parcel	Zoning of Property	
Property Owner Name	Telephone		
Property Owner's Mailing Address	City/Town	State	Zip Code

What Side of Road is Sign On? North South East West

Road Type: State County Local

PURPOSE OF APPLICATION

Convert Existing Static Sign to Digital Sign Enlarging Existing Sign Re-erect Existing Sign

EXISTING SIGN DETAILS (Complete All that Apply)

Double Sided (back to back) V-Shaped (1) Single Sided (2) Single Sided (Stacked/Side by Side)

Digital Billboard Static Billboard

Sign Face Area: Height _____ Width _____ What Size Poster/Panel is This Considered? _____ #Sheets

Number of Support Poles: _____ Support Pole Material: Wood Metal Other: _____

Distance from Closest Digital Billboard: _____ Location of Other Digital Billboard: _____

Distance from Closest Residential Zoned Property: _____ Location of Residential Zoned Property: _____

Setback from Road: _____ TDOT Tag Number: _____

PROPOSED SIGN DETAILS (Complete All that Apply)

Double Sided (back to back) V-Shaped (1) Single Sided (2) Single Sided (Stacked/Side by Side)

Digital Billboard Static Billboard

Sign Face Area: Height _____ Width _____ What Size Poster/Panel is This Considered? _____ #Sheets

Number of Support Poles: _____ Support Pole Material: Wood Metal Other: _____

Distance from Closest Digital Billboard: _____ Location of Other Digital Billboard: _____

Distance from Closest Residential Zoned Property: _____ Location of Residential Zoned Property: _____

Setback from Road: _____ TDOT Tag Number: _____ TDOT Digital Display Permit Number: _____

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

All supporting documents must be attached for the application to be considered a complete submittal. Incomplete submittals will not be accepted.

- Complete Application
- Copy of Current Lease Agreement with Landowner
- Site Plan (Aerial View) of Sign Location
- Photo of Existing Billboard to Include the Following:
 - Sign Face Dimensions
 - Overall Sign Height
- Photo/Illustration of Proposed Billboard to Include the Following:
 - Sign Face Dimensions
 - Overall Sign Height
 - Support Structure and Architectural Materials
 - Landscaping
- Stamped, Engineered Drawings of the Support Structure Details to Include the Following:
 - Footing Details and Wind Load
- Copy of Approved, TDOT Permit for a Digital Display
- Copy of Gallatin Electric Permit

The City of Gallatin ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Natalie Logue, ADA/504 Coordinator at 615-230-0681, or Tennessee Relay Services by dialing 7-1-1.