

**INTERSTATE ON-SITE PERMANENT GROUND SIGN(S)**  
**Murfreesboro City Code 25 ¼ - 26**  
**PLAN REVIEW APPLICATION**

City of Murfreesboro  
Building & Codes Department  
P.O. Box 1139, 111 W. Vine Street  
Murfreesboro, TN 37133-1139  
Web site: murfreesborotn.gov

Telephone: (615) 893-3750  
Voice/TDD: (615) 849-2689  
Email: [akerr@murfreesborotn.gov](mailto:akerr@murfreesborotn.gov)  
[bhardison@murfreesborotn.gov](mailto:bhardison@murfreesborotn.gov)

**Plan Review Application Can Not Be Accepted without a Completed Application with Required Information, Renderings and Plans.**

**Applications may be transmitted electronically, by mail or personal delivery to:  
Amelia Kerr– [akerr@murfreesborotn.gov](mailto:akerr@murfreesborotn.gov) FAXED APPLICATIONS WILL NOT BE ACCEPTED.**

**Project:** \_\_\_\_\_ **Project Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State#** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**Email:** \_\_\_\_\_

**CLASS OF WORK:**     New     Alteration     Relocation     Demolition

**In order to qualify for an Interstate On-Site Sign ALL of the following conditions must exist; check to show compliance.**

- \_\_\_\_\_ A ground sign; not to exceed 200 sq. ft. in area and 50' in height;
- \_\_\_\_\_ Setback a minimum of 10' from Rights-of-Way and 10' from power lines;
- \_\_\_\_\_ Located within a CH, HI, LI or CF District;
- \_\_\_\_\_ Located within 2,000' radius of the center of Interstate 24 interchange;
- \_\_\_\_\_ On a Lot which has a minimum road frontage of 200';
- \_\_\_\_\_ Shall not be located within 300' of a residential zone;
- \_\_\_\_\_ All signs located on the lot shall be non-illuminated, push-through or indirectly illuminated;
- \_\_\_\_\_ Attached building signs on the lot shall not exceed 55' in height;
- \_\_\_\_\_ Landscape screening shall be provided around the base of the Interstate On-Site sign;
- \_\_\_\_\_ The applicant will provide an "as built" survey by a Tennessee registered engineer verifying the size and height of the sign.

Printed Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**INTERSTATE ON SITE PERMENANT SIGN APPLICATION (continued):**

Project Address: \_\_\_\_\_

**PLAN REQUIREMENT CHECKLIST**

Plan Review Application Will Not be Processed without the Following Information;  
Check to show compliance.

**NOTE: Generic plans will not be accepted. Color Original illustrations of the actual sign (s) to be installed must be provided.**

**TN ONE CALL CONFIRMATION #:** \_\_\_\_\_ (Call #811 before you dig)

**Date Utilities will be marked** \_\_\_\_\_

**Scaled and Dimensional sign plan prepared and sealed by a registered TN engineer,**

**indicating**

- \_\_\_\_\_ Height
- \_\_\_\_\_ Display surface area of the sign
- \_\_\_\_\_ Foundation including structural specifications
- \_\_\_\_\_ Sign materials specifications
- \_\_\_\_\_ Wind load design
- \_\_\_\_\_ Sign Lighting specifications

**Scaled and Dimensional site plan prepared and sealed by a registered TN engineer,**

**indicating:**

- \_\_\_\_\_ Linear measurement of Street frontage
- \_\_\_\_\_ Location of proposed sign on the site
- \_\_\_\_\_ Setbacks from the rights-of-way
- \_\_\_\_\_ Utilities and Easements
- \_\_\_\_\_ Spacing from all existing ground signs on lot of record to remain
- \_\_\_\_\_ Sign survey showing the sign is located within 2000' radius of the center of Interstate 24 interchange
- \_\_\_\_\_ Sign Survey showing the sign is not located within 300' of a residential zone
- \_\_\_\_\_ Verification that all attached signs on the lot do not exceed 55' in height
- \_\_\_\_\_ Landscape screening around the base of the sign, specify plant materials and size

**Field markings by applicant**

- \_\_\_\_\_ Leading edge of sign location marked by stake and white paint line
- \_\_\_\_\_ Utilities marked by Tennessee One-Call (811)
- \_\_\_\_\_ Property pin locations or Certification of Sign Placement by Registered TN Engineer or Surveyor

**\*\*\*\*A location inspection will be performed at the time of application submittal.**

**\*\*\*\*It is the responsibility of the applicant to request a footing inspection and a final inspection.**

Printed Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Murfreesboro  
Building and Codes Department**

111 West Vine Street, Murfreesboro, TN 37133  
Phone: 615-893-3750 Fax: 615-217-3016

**FINAL INSPECTION DEPOSIT AGREEMENT**



Project Name: \_\_\_\_\_

**THIS AGREEMENT MUST BE SIGNED PRIOR TO THE ISSUANCE OF A SIGN PERMIT**

By signing this Agreement and by making the required deposit, the Applicant (and Depositor, if different) agrees that the project will be completed and a final inspection will be requested in accord with the terms and conditions of the Sign permit, as amended or extended. In the event that the terms and conditions contained in the Sign Permit are not completed/corrected/fulfilled within the time specified, the deposit will be forfeited. In addition, unless the Applicant can prove good cause to the Director, Building and Codes department, the Applicant will not be eligible for any other sign permits until the project as passed final inspection. Forfeiture of the deposit does not constitute authority to violate or to continue to violate or to set aside any provisions of the codes or ordinances of the City, and the City shall be entitled to enforce such codes or ordinances by any available means.

***It is the responsibility of those signing this Agreement to request all inspections when work is complete and all requirements have been satisfied.***

Application Date: \_\_\_\_\_ Permit Number: \_\_\_\_\_ Required Completion Date: \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**Owner of Business:**

**Permit Applicant:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

Designated Contact Person: \_\_\_\_\_

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

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF DEPOSITOR, IF DIFFERENT

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY:**

REFUNDABLE DEPOSIT:       \$75.00      

ISSUE DATE: \_\_\_\_\_

INVOICE NUMBER: \_\_\_\_\_

COMPLETION APPROVAL DATE: \_\_\_\_\_

**INTERSTATE ON SITE PERMANENT SIGN APPLICATION (continued):**

**Project Address:** \_\_\_\_\_

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<p>I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local ordinance regulating construction or the performance of construction.</p>	
<p>_____ SIGNATURE OF APPLICANT</p>	<p>_____ DATE SIGNED</p>
<p>_____ PRINTED NAME</p>	<p>_____ TITLE</p>

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**FOR OFFICE USE ONLY**

*Staff Comments/Conditions:* \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Zone District: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_ Overall Height: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_  
Explanation: \_\_\_\_\_

**Incomplete/Not Accepted:** \_\_\_\_\_ Date: \_\_\_\_\_  
Items needed: \_\_\_\_\_