FLAG POLE PERMIT

Murfreesboro City Code 25 ¼ - 26

APPLICATION FOR PLAN REVIEW

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
bhardison@murfreesborotn.gov

There is no fee charged for a flag pole permit.

A copy of the sign ordinance can be downloaded from the City of Murfreesboro web-site: murfreesborotn.gov.

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

Project Name:_____Address:_____

Applicant Name:_____Address:_____

City:_____ St.:_____ Zip:_____ Phone #_____

Email:_____

Sign Contractor:_____ Address:_____

City: _____ St.: _____ Zip: _____ Phone # _____

Email: _____

Property Owner's Name:_____Address:_____

City: _____ St.:_____ Zip:_____ Email:_____

CLASS OF WORK: ____ New ____ Alteration ____ Relocation ____ Demolition ___ Reconstruct

RESIDENTIAL FLAG SIGNS:

_____ Residential Zones (RS, RD, RZ, RM-12, RM-16, RM-22, R-MO, OG, CM, CL, CU, P, CM-R, CM-RS8, PND, PRD and Residential uses of PUD)

Permanent Flag signs: (Non-Commercial only, hoisted on a flag pole)

Ground Mounted _____ Wall Mounted Vertical _____ Wall Mounted Outrigger _____
Number: _____ (3 max.)
Size: _____ (40 sq. ft. max. any one flag sign) (98 sq. ft. max. total flag signage)
Setback: _____ Rights of Way (5' minimum) _____ Power Lines (8' minimum)
Height: _____ (35' max. if ground mounted) (20' max. if Wall Mounted Vertical)
(16' max. if Wall Mounted Outrigger)

Entrance Flag signs:

Ground Mounted_____
Number: _____ (4 per entrance maximum, 8 flags maximum per lot)
Size _____ (40 sq. ft. maximum)
Setback: _____ Rights of Way (5' minimum) _____ Power Lines (8' minimum)
Height: _____ (35' maximum)

COMMERCIAL FLAG SIGNS:

_____Commercial Zones (CH, H-I, LI, CF, CBD, GDO, PCD, PID and Non-Residential PUD)

Permanent Flag Signs: (hoisted on a flag pole)

Ground Mounted _____ Wall Mounted Vertical _____ Wall Mounted Outrigger _____
Number: _____ (3 max.)
Size: _____ (150 sq. ft. max. any one flag sign) (230 sq. ft. max. total flag signage)
Setback: _____ Rights of Way (20' minimum) _____ Power Lines (8' minimum)
Height: _____ (50' max. if ground mounted) (20' max. if Wall Mounted Vertical)
(16' max. if Wall Mounted Outrigger)

Printed Applicant Name:_____

Signature:_____

Date:_____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

Illumination A separate electrical permit is required to be obtained prior to sign permit issuance for all illumination for Flag Signs. Electrical Permit _____Yes _____No**
**Illumination for all Flag Signs is to be Indirect only and must not direct glare into any building on any other Property.

**** Neither the flag or flagpole or other support may extend over the public rights of way.

*Neither the flag sign, flagpole or other support structure may extend over an adjoining property line without the written consent of the adjoining property owner.

VALUATION: $ _____**State General Contractors License #**_____
(Valuation is defined as the total cost of all signage together with construction and installation, including all materials, labor, site preparation, design fees, overhead and profit)

Description of work to be performed:_____

_____

_____

_____

_____

_____

_____

_____

_____

Printed Applicant Name: _____ **Signature:** _____ **Date:** _____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

TN ONE CALL CONFIRMATION#: _____ (Call #811 before you dig)
Date Utilities are to be marked_____

FLAG POLE PERMIT REQUIREMENT CHECKLIST

_____ Lighting specifications
_____ Consent of adjoining landowner if flag sign will extend over property line

_____ (1) **Ground Mounted Flag Poles <16' in height**
Two dimensional sketches showing:
_____ Location of flag pole on site
_____ Height of flag pole
_____ Shape and extended dimensions of flag(s)
_____ Setbacks from rights-of-way and power lines
_____ Location of any underground or surface easements

_____ (2) **Ground Mounted Flag Poles 16' to < 35' in height**
_____ All requirements for flagpole < 16' in height
_____ Two dimensional sketches of the foundation of the flag pole

_____ (3) **Ground Mounted Flag Poles 35' or > in height**
_____ All requirements for flag poles < 35' in height
_____ All plans must be drawn to scale
_____ All plans must be sealed by a registered Tennessee Engineer (or pre-engineered by a flag pole manufacturing company) with windloads specified in accordance with applicable provisions of the adopted International Building Code as amended.

_____ (4) **Wall Mounted Vertical or Outrigger Flag Poles**
Two dimensional sketches showing:
_____ Location and position of the flag pole with respect to the building or structure to which it will be attached
_____ Height or length and angle of the flag pole
_____ Shape or extended dimension of the flag sign
_____ Distance from the lowest point of the flag sign to the ground or other surface directly beneath such lowest point
_____ All plans must be drawn to scale
_____ All plans must be sealed by a registered Tennessee engineer)or pre-engineered by a flag pole manufacturing company) with wind loads specified in accordance with applicable provisions of the adopted International Building Code, as amended.

_____ (5) **Field Markings by Applicant at time of Application**
_____ Flag pole location must be marked by stake or other similar manner for a location inspection.
_____ Tennessee One Call Confirmation #. (Dial 811)

Printed Applicant Name: _____ **Signature:** _____ **Date:** _____

FLAG POLE PERMIT APPLICATION (continued):

Project Address: _____

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.

_____ _____

SIGNATURE OF APPLICANT DATE SIGNED

_____ _____

PRINTED NAME TITLE

** An electrical permit for final connection to sign must be obtained prior to sign permit issuance.

FOR OFFICE USE ONLY

Staff Comments/Conditions: _____

_____

_____

_____

_____

_____

_____

_____

Zone District: _____

Approved: _____ Date: _____

Disapproved: _____ Date: _____

Reason:

Incomplete/Not Accepted: _____ Date: _____

Revised 5/31/07/revised 12/6/07/revised 7/28/08/revised 7/14/15

Flag Pole Permit Application –2007 sign/web