

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

Telephone: (615) 893-3750
Voice/TDD: (615) 849-2689
Web site: 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:
Teresa Stevens at tstevens@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.

The Illuminated Signs which are included in this application for permit are listed in accordance with the National Electric Code. The listing Number(s) are: _____

** 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: _____
Reason: _____

Date: _____

Incomplete/Not Accepted: _____

Date: _____