

Telephone: (731) 425-8262

**SIGN PERMIT APPLICATION**  
**CITY OF JACKSON**  
**BUILDING & HOUSING CODES DEPARTMENT**

Fax: (731) 425-8228

**INSTALLER INFORMATION**

If you are the owner and are installing the SIGN yourself check here -

If you are a SIGN COMPANY with an account number already assigned, please fill out the following:

ENTER YOUR JBHCD ACCOUNT NUMBER HERE:

COMPANY NAME: \_\_\_\_\_

If you do not have a JBHCD account number and wish to establish one please complete the following

CONTACT NAME (INDIVIDUALS NAME, OWNER, CONTACT PERSON, ETC.) \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

TELEPHONE NUMBER INCLUDING AREA CODE \_\_\_\_\_

**BUSINESS LICENSE**

IF YOU ARE UNSURE AS TO WHETHER YOU NEED A BUSINESS LICENSE, PLEASE CALL (731) 425-8211 OR (731) 425-8214 FOR CLARIFICATION.

*SITE INFORMATION*

PROPERTY ADDRESS (Must include street number and name) \_\_\_\_\_

WORK LOCATION (SPACE, SUITE OR APT. #, ETC.) \_\_\_\_\_

PROJECT NAME (Example: Bill's Sign Company) \_\_\_\_\_

PLAN REVIEW NUMBER (IF APPLICABLE) \_\_\_\_\_

OWNER NAME (OWNER PER DEED OR PERSON IN CHARGE OF PROPERTY) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP \_\_\_\_\_

TELEPHONE NUMBER (INCLUDING AREA CODE) \_\_\_\_\_

DESCRIPTION OF SIGN \_\_\_\_\_

"U.L. # \_\_\_\_\_"

**SIGN CLASSIFICATION**

POLEGROUND SIGN\*  OTHER\* \_\_\_\_\_

WALL SIGN\* \_\_\_\_\_

ROOF SIGN\* \_\_\_\_\_

MOBILE ILLUMINATED SIGN  BANNER  
 30 DAY  60 DAY

OFF PREMISE SIGNS REQUIRE PLAN REVIEW.  
PLEASE SEE SIGN PLAN REVIEW APPLICATION

TOTAL SQUARE FOOTAGE OF SIGN (NOTE DEF. IN SIGN CODE 21-11) \_\_\_\_\_

TOTAL HEIGHT OF SIGN (SEE DEF. SIGN CODE 21-5 (36) IN FEET) \_\_\_\_\_

IS THE PROPOSED SIGN ELECTRICALLY ILLUMINATED?  YES  NO

**METHOD OF PAYMENT**

CASH  CHECK NUMBER \_\_\_\_\_  BANK DRAFT

\* NOTE: A DRAWING OF THE SIGN AND A SITE PLAN INDICATING THE PROPOSED LOCATION OF THE SIGN AND ALL OTHER SIGNS ON THE SITE AND THEIR SIZE (IN SQ.FT.) MUST BE SUBMITTED WITH THE SIGN APPLICATION.

COMMENTS: \_\_\_\_\_

VALUATION OF TOTAL PROJECT :  
MUST INCLUDE ELECTRICAL WORK

**SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL WORK.**

THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.

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 OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

IF BANK DRAFT IS INDICATED UNDER METHOD OF PAYMENT, I DO HEREBY AUTHORIZE PAYMENT OF THIS PERMIT FEE BY A BANK DRAFT ON MY BANK ACCOUNT.

I FULLY UNDERSTAND THAT ALL ELECTRIC SIGNS MUST BE LISTED BY AN APPROVED AGENCY.

THIS INFORMATION TO BE COMPLETED BY JBHCD PERSONNEL

ZONE \_\_\_\_\_ RIGHT OF WAY \_\_\_\_\_

SETBACKS

FRONT: \_\_\_\_\_ RIGHT: \_\_\_\_\_ LEFT: \_\_\_\_\_ REAR: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

(DATE) \_\_\_\_\_