



FEE AMOUNT \$ _____
 Check #. _____ Cash () _____

PERMIT NO: _____
 ISSUED BY: _____
 ISSUE DATE: _____

CITY OF ALABAMA
 PLANNING AND DEVELOPMENT DEPARTMENT
ON-PREMISES SIGN PERMIT APPLICATION

INSTRUCTIONS: Leave no field blank. One application per sign. The owner of the property on which the sign is to be located must sign the application or provide a signed letter of acknowledgement.

Applicant: _____
 Name & Address Phone email

Property Owner: _____
 Name & Address Phone

To Perform Work at: _____
 Street Address

Will the sign require electric connection? Yes () No (), separate meter? Yes () No (), footer support? Yes () No ()

E911 address of separate meter: _____

Electrical Contractor: _____

Existing Signs: Please describe below all existing signage on the premises including the type (wall, freestanding, etc.), each sign's square footage and whether any sign will be removed. If there are no existing signs, please mark as N/A.

Type of Work (circle): New Alteration Addition Repair

Sign Type: **Display Area (Sq. Ft.) Wind Load Height Method of ~~Installation~~

Free Standing: _____

Speed Limit of road: _____

Wall Sign: ****Display Area:** _____ sq. ft.; ***Facade Area (FA):** _____ sq. ft.; Distance from Street, ____ feet.

façade length x height: _____

Allowable Sign Area: _____ sq. ft. Is sign part of a multiple occupancy complex? YES NO

****Display Area is the total area (square footage) of the proposed sign.**

***Facade Area is the total area (square footage) of the front wall of the building which faces the street.**

Please Flip to Complete Application

25 Grove Street
 Headland, AL 36345
 334-785-5612
 permits@headlandalabama.org

Is this a projecting sign? YES NO

Is this sign on a canopy or awning? YES NO

Is this a portable sign requiring electrical service? YES NO

Value of Work: \$ _____ State License No. _____ City License No. _____

Attach a legible to scale drawing of the sign and its location on the site or building. For Wall Signs, show dimensions for both the height and width of the front building facade as well as the distance of the sign from the street edge. For Free Standing signs, show the entire site and the sign's setback from the right-of-way/property line at its nearest projection.

By signing this application, I hereby certify that the above statements and information are true and correct, that the drawings submitted with this application contain accurate dimensions and distances and that only the above-named contractors will be working on the project. I further understand that granting this permit does not authorize the violation of any other local, state or federal regulation nor remove any Code requirement for structural or electrical work. Applications will not be accepted until all the required information is provided. All completed applications will be reviewed within 5 business days.

OWNER/Date

APPLICANT/DATE

LICENSED CONTRACTOR/ DATE

FOR OFFICE USE ONLY

Zoning District _____ Planning _____ Inspections _____
INITIAL/DATE INITIAL/DATE

APPROVED (Bldg. Official) _____ **DATE** _____

For more information or a copy of The City of Headland's Sign Ordinance, please email permits@headlandalabama.org.