



# Sign Permit Application

Department of Public Works Ordinance Enforcement

Phone: 205-669-5800

Fax: 205-669-5811

Please fill out all spaces below. Check the boxes that apply to the sign. **Applications for signs require a color picture or drawing of the proposed sign and a plan marking the location of the proposed sign on the property.**

**Tenant:** Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
(Sign) Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Owner:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Sign Contractor or Installer:** Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Sign Contractor / Installer:** **\*\*Must have a current Business License with the City of Columbiana.\*\***

**Sign Type:** (Circle) Wall(building)/Freestanding/Banner/Directional/Shingle-Blade

**Sign Information** Zoning: \_\_\_\_\_ Sign Dimensions: \_\_\_\_\_(height) \_\_\_\_\_(width)  
Illumination: \_\_\_\_\_ Setback from Front Property Line: \_\_\_\_\_  
If illuminated, electrical permit will be needed from Shelby County Development Services (205-620-6650)  
Overall Sign Height: \_\_\_\_\_  
Dates of Display (banner) Beginning Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Sign Permit Fee

By signing below, I hereby certify that I have read this application, that all information contained herein is true and correct, and I agree to comply with all City of Columbiana and State Laws regulating the installing of signs. **The permit is subject to revocation at any time upon the violation of any provision of any ordinance, rule or regulation of the City of Columbiana or upon change in plans and specification not authorized by the City of Columbiana.**

Tenant/Sign Agent Signature: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use ONLY:</b>	Approved <input type="checkbox"/>	Declined <input type="checkbox"/>	Date: _____
	Reviewed by: _____		
Site Review Needed:		YES	NO

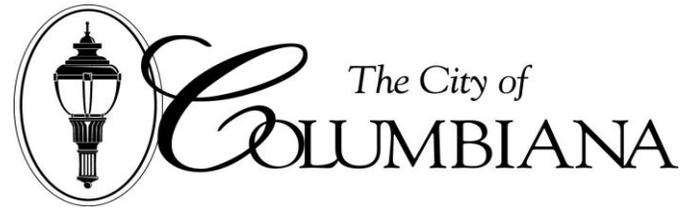


## Wall/Building Sign Permit

A sign displayed upon or attached to any part of the exterior of a building, including walls, windows, doors, parapets, marquees and roof slopes of forty-five (45) degrees or steeper.

Signs not expressly prohibited by the ordinance may be attached to the wall of a building on a commercially zoned and developed parcel subject to the following limitations:

- ◇ Sign Height: Height limited to a maximum height of twenty (20) feet above grade, except that on a building of more than two (2) stories, a single sign is allowed above twenty (20) feet on each side of the building.
  - ◇ Single Occupancy: Limited to a single sign, the maximum sign area, except as otherwise provided by the ordinance, shall be limited to 2 square feet of sign area for each foot of building frontage, not to exceed forty-eight (48) square feet.
  - ◇ Multiple Occupancy: Each multiple occupancy complex may display one (1) building sign on each side of the principal building or buildings in the complex, not to exceed a sign face area of two and one-half (2.5) percent of the façade area of each building side or two hundred (200) square feet, *whichever is smaller*.
  - ◇ Each Occupant of Multiple Occupancy: May display three (3) signs on any exterior portion of the complex that is part of the occupant's unit, not including common or jointly owned portions, *not to exceed* a total combined sign face area of five (5) percent of the façade area of such exterior portions or two hundred (200) square feet, *whichever is smaller*.
  - ◇ Each Occupant Facing Principal St: Not located in a multiple occupancy complex may display three (3) signs on each side of the principal building in which the occupant is located, *not to exceed* a total combined sign face area for each building side of seven and one-half (7.5) percent of the facade area of the building side or two hundred (200) square feet, *whichever is smaller*.
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## Freestanding Sign

Any sign supported by structures or supports that are placed on, or anchored in the ground and that are independent from any building or other structure.

Signs may be placed in a freestanding location on a commercially zoned and developed parcel subject to the following limitations:

- ◇ Sign Height: The height of the sign shall not exceed twenty (20) feet above grade.
- ◇ Sign Face Area: The maximum sign area, except as otherwise provided in the ordinance, shall be limited to 2 square feet of sign area for each foot of building frontage, *not to exceed 100 square feet*.
- ◇ Multiple Frontages: For a parcel having frontage on two (2) or more public streets, each frontage shall be considered separately for the purposes of determining compliance with the above provisions for freestanding signs, but the permitted sign area for one (1) frontage may not be combined with that permitted on another frontage to increase the permitted sign area on one frontage. However, no freestanding sign on one right-of-way may be closer than one hundred (100) feet to a sign on another right-of-way.



## **Banners**

A temporary sign intended to be hung either with or without a frame or suspended from wires, cables or rope. Banners generally possess letters, characters, illustrations or ornamentations applied to paper, plastic or fabric.

Temporary Banner Signage may be utilized under the following conditions/regulations:

- ◇ Number of Days: Ten (10) Consecutive days per quarter, per business for an on premise sign.
- ◇ Size of Sign: Up to 32 Sq feet (ex: 5'x6', 4'x8', 3'x10, 2'x16', etc)
- ◇ Printing: Banners must be professionally printed.
- ◇ Location: Must be installed outside of the right-of-way on any public or private street; Can not be attached to a utility pole, tree, fence (this includes chain link fencing), rock or other similar object located on public or private property.
- ◇ Security: Banners shall be adequately secured at all corners to the façade of a building or to poles firmly affixed into the ground in the case of freestanding displays. ***Banners are to be inspected daily by the applicant to assure that they do not droop, sag or become loose.***
- ◇ Signage: Any non-profit, charitable or civic organization, with written permission from the business owner, may display on banner on the business owner's premises to advertise an organized event being held by the organization in the city. A banner displayed under this subsection will count as one of the quarterly allotted banners allowed the business owner to display.

***\*No Third Party Banners such as Coca Cola and/or Pepsi Style banners are permitted.***

### **Penalties**

Failure to follow the regulations set forth for the erection of banners will result in the immediate revocation of permit and **immediate removal of the banner**. Furthermore, the business/owner of business will forfeit the issuance of a banner permit for a period of 180 days.



## **Shingle/Blade Signage**

A sign, which is suspended from an overhang, canopy or awning or is supported from a mounting attached directly to the building, and hangs perpendicular to the building wall (also known as a Blade Sign).

The purpose of a shingle (blade) sign is to identify and promote the business for the pedestrian and serve as a graphic and design enhancement. Shingle (blade) signs are permitted subject to the following requirements:

- ◇ Location: As close as practical to the store front entrance.
- ◇ Security: Not mounted in a manner as to obstruct vehicular traffic.
- ◇ Design Standards
  - Width: 3 Feet
  - Height (max): 1.5 feet
  - Spacing from Façade (min): 6 inches
  - Depth (max): 6 inches
  - Total Area: 4.5 Sq foot per side
  - Sign Clearance: 7 ft 6 in. on signs over pedestrian ways
- ◇ Separation 4 foot separation from another shingle or blade sign
- ◇ Placement Shall not project above the top of an eave or parapet.
- ◇ Maintenance Shall be maintained in good condition.
- ◇ Mounting Mountings must be made of durable material.
- ◇ Logos, Etc. Sign shall not display the business phone number, address, website or merchandising pricing. Symbols or logos used to identify the business are encouraged. Corporate logos discouraged unless it is an integral part of the store identification.