



SIGN PERMIT APPLICATION

City of Tupelo | Department of Development Services

Mail: P O Box 1485, Tupelo, MS 38802-1485

Phone: (662) 841-6510 Cell: (662) 841-6550

Email: permits@tupeloms.gov or marilyn.vail@tupeloms.gov

MUNIS _____

Received By: _____

Date Received: _____

(for office use only)

Permit Fee: Determined by project cost. (Non-refundable)

Sign permits are null and void if the sign is not installed within six (6) months of permit issuance.

PROJECT DESCRIPTION

PROJECT LOCATION:

(ADDRESS OR PARCEL REQUIRED): _____

SIGN TYPE: GROUND SIGN

Sq Ft of Existing Sign _____ Proposed Sq Ft of New Sign _____ Hight of Sign _____ Distance from Street _____

SIGN TYPE: WALL SIGN

Sq Ft of Existing Sign _____ Proposed Sq Ft of New Sign _____
Linear Width of Building Side Where Sign Is to Be Placed _____

TEMPORARY SIGNS (BANNERS, STREAMERS, OR INFLATABLES) (Limited to 14-day period per quarter (1/4) year)

Date of Last Banner _____ Proposed # of Sq Ft for Banner _____ When banner will be displayed _____

PROJECT COST: _____ PERMIT FEE (office use only): _____

PROJECT DESCRIPTION: (Write a description of what you are doing and attached rendering of all signs with dimensions)

CONTACT INFORMATION

OWNER CONTACT INFORMATION:

Owner Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s): _____

SIGN CONTRACTOR CONTACT INFORMATION:

Name: _____ Contractor Type: _____ CID (office use only) _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s) _____ Email: _____

ELECTRICAL CONTRACTOR CONTACT INFORMATION:

Name: _____ Contractor Type: _____ CID (office use only) _____

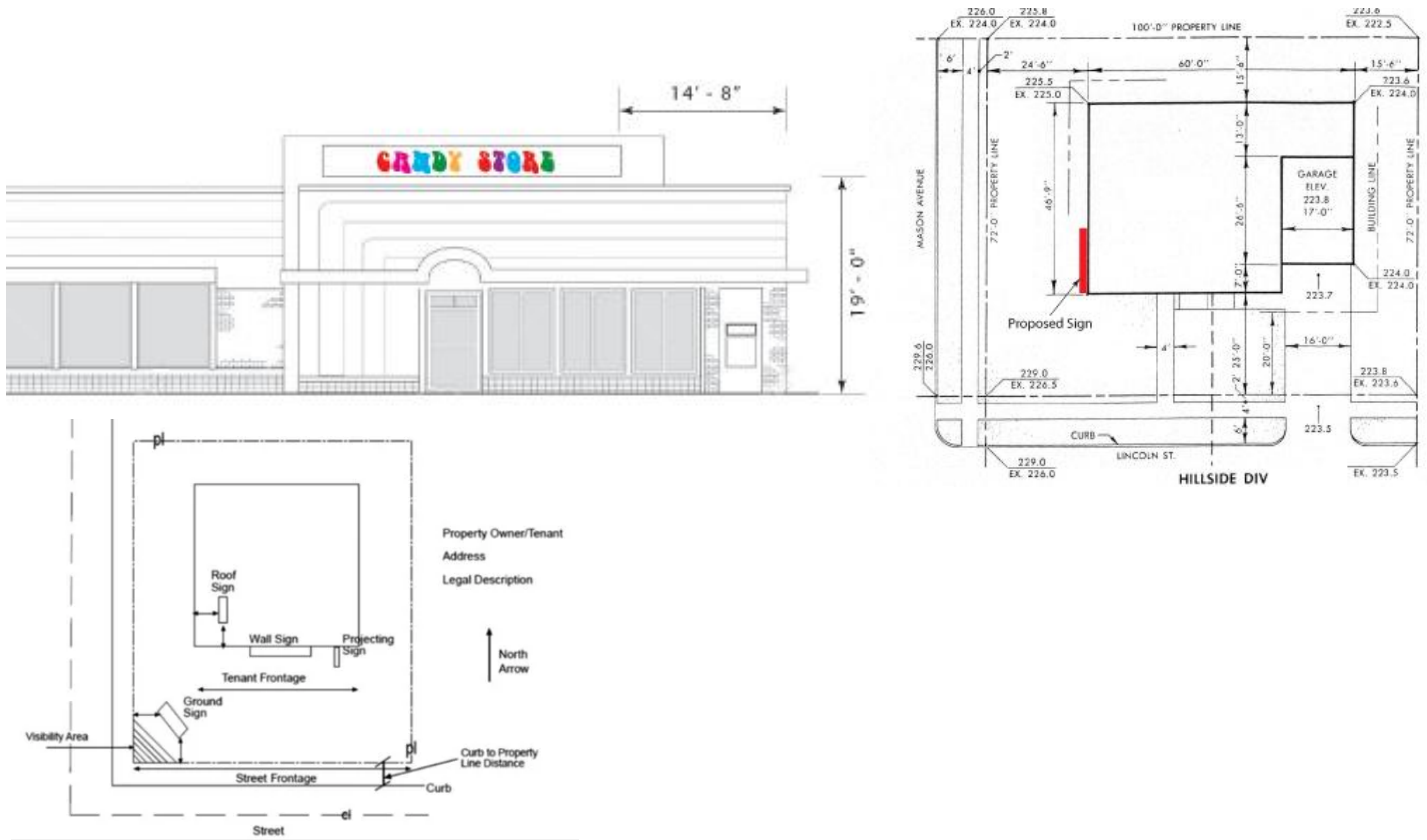
Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s) _____ Email: _____

Required Attachments (all required attachments must be submitted BEFORE a permit can be issued):

1. Recorded deed; if owner and applicant are not the same, current lease and owner permission
2. Site Plan. A Site Plan showing the location of the sign and the scaled elevation.
3. An Issued Certificate of Occupancy or Building Permit
4. Material Purchase Certificate (Required on all contracts over \$10,000 in value)

A **SITE PLAN** is a plan depicting the proposed development of a property, in term of the location, scale, and configuration of buildings and other features. A sample site plan is provided below.



I hereby certify that I have read and examined the above information and know the same to be true and correct and completed in accordance with the Tupelo Development Code. I further agree to submit any revisions of this application or plans that are made during construction for approval from the Department of Development Services.

Applicant Signature: _____ Date: _____

FOR OFFICE USE ONLY

PARCEL NUMBER:	ABLE TO COMPLY WITH 100 FT SEPARATION REQUIREMENT:	BUILDING DISTANCE FROM RIGHT-OF-WAY:
DATE:	APPROVED:	
NOTES:		