



**TEMPORARY
SIGN / STRUCTURE APPLICATION
JURISDICTION OF CLARKSVILLE, TENNESSEE
(PLEASE PRINT INFORMATION)**

**Building & Code Department
Code Enforcement Division
100 Spring St. Clks. TN. 37040
931-645-7426 / Fax # 645-7430**

The applicant shall provide the below information. If you have more than four locations to permit please advise the Code Enforcement Officer when requesting an application, we will provide a supplement form to you.

Date	Number Of Locations	_____ Total # Of Sign(s)	
Permit Fees \$ _____	Event Election / Temp Sign / Temp Structure	Notes:	HISTORICAL CBID CBD
		_____ Total # Of Temporary Structure(s) \$100.00 Each	

If Election Candidates Name / Address / Number

Locations	Name Of Business	Tax Map/Parcel	Zone	# Signs	Dimensions (T-Tent / S-Sign)

Acting Agent Requesting Permit _____ Address _____ Phone # _____

Contractor _____ Address _____ Phone # _____

10 Days / 30 Days / Permanent	Dates	Sign Tent	Sign Tent
FOR CODES USE ONLY/ CIRCLE ONE	/ / - / /	Sq Ft	Dimensions
Pole / Ground / Wall / Other	Additional Sites YES / NO	Initials Of CEO	
FOR SIGN USE CIRCLE ONE	CIRCLE ONE (SEE ATTACHED LIST)	FOR CODES USE ONLY	

PLEASE SEE BACK PAGE FOR ADDITIONAL SIGN / TEMPORARY STRUCTURE INFORMATION/REQUIREMENT

- | | |
|--|--|
| <u>Required For Structure/ Sign</u> | <u>May Be Required For Temporary Structures</u> |
| <input type="checkbox"/> Site Plan
(See Back Section A-1) | <input type="checkbox"/> Flame Spread Certificate (See Back Section C-1) |
| | <input type="checkbox"/> Sanitary (Handicap) Facilities Required (See Back Section C-2) |
| | <input type="checkbox"/> Copy Of Business , Tax Or Peddlers License (See Back Section C- 3) |
| | <input type="checkbox"/> Written Permission From Property Owner To Use Site (See Back Section C-4) |

**** THE APPLICANT ATTESTS THEY HAVE PERMISSION OF PROPERTY OWNER FOR USE OF PROPERTY. IT SHALL BE THE CONTRACTOR/PERMIT HOLDERS RESPONSIBILITY TO COMPLY WITH REQUIRED SETBACKS. PERMIT MUST BE SIGNED FOR IN PERSON & APPROPRIATE FEES PAID AT THE TIME OF ACTUAL ISSUANCE OF THE PERMIT. THIS PERMIT MAY BE REVOKED AT ANY TIME WITHOUT NOTICE. ****

: Name of applicant (Please Print) _____

Signature of owner, contractors or authorized agent _____

(A) GENERAL SIGN / TEMPORARY STRUCTURE REGULATIONS & REQUIREMENTS

1. Permit holder shall submit a site plan(s) showing location of signs/tents to be placed on the property.
2. No sign/tent shall be erected or maintained at any location where by reason of its position, size, shape, or color which may obstruct, impair, obscure, interfere with the view of, or be confused with any authorized traffic control sign, signal, or device.
3. Signs/tent shall be erected in conformity with the side and rear setbacks of the district in which they are located and shall be set back from the established street right-of-way line so as not to block the view of traffic.

(B) GENERAL SIGN REGULATIONS & REQUIREMENTS

1. You shall submit for approval a diagram showing size, shape, material construction, connection and method of installation for all signs to be permitted.
2. All signs shall be constructed, connected, operated and maintained according to the specification of the International Building Code, 2012 Edition (i.e. rigidity, wind resistance, stability, etc.)
3. Signs shall not be allowed in the public right-of-way. Signs installed/placed in the right-of-way are subject to immediate confiscation without notice.
4. Banners are allowed when attached at all corners to the principle structure. Temporary/accessory structures (tents) are not considered principle structures.
5. Pennants/streamers shall maintain a 10-foot clearance from the bottom of the pennants/streamers to the ground.
6. Strings of lights shall be required to have electrical permits, be inspected, and approved by UL or a major testing laboratory. Strings of lights must meet the 10-foot minimum clearance required for pennants and streamers.
7. Signs, streamers, banner & pennants must be described in detail (wording, insignia, corporate logo's etc.) & comply with sign regulations.

(C) GENERAL TEMPORARY STRUCTURE REGULATIONS & REQUIREMENTS

1. Flame spread letter shall be required on each tent. Letter must state that the tent to be erected will meet or exceed all applicable requirements or flame spread as stated in N.F.P.A. Pamphlet 701.
2. Sanitary facilities (handicap) shall be provided. Port-A-Pots or existing on-site facilities if provided are acceptable.
3. Copy of a business, tax, peddlers license or a letter of exemption shall be required from the Business Tax Office of the City of Clarksville. (This is only required if operating your business out of temporary).
4. You shall provide a letter from the property owner that the applicant has permission (include dates of event) to conduct the above-described even.

EXAMPLE OF MINIMUM STANDARD

- 2 HEAVY GAUGE STEEL T-POST/ 4X4 POST (POST SHOULD BE DRIVEN APPROXIMATELY 18 INCHES IN THE GROUND)
 - 4- U-BOLTS
 - 1- SHEET PLYWOOD (4X8)
- PLEASE INDICATE CONSTRUCTION OF YOUR SIGN**
(Draw Sign / Include Verbiage)

