



TUSCALOOSA

SIGN/BILLBOARD PERMIT APPLICATION

Please complete all of the following required fields:

Location of Property

Business Name: _____ Email: _____ Phone: _____
 Address: _____ City/State: _____ / _____ ZIP Code: _____

Property Owner

Name: _____ Email: _____ Phone: _____
 Address: _____ City/State: _____ / _____ ZIP Code: _____

Applicant (if different from owner)

Name: _____ Email: _____ Phone: _____

Sign Installer or Contractor

Name: _____ Email: _____ Phone: _____
 Address: _____ City/State: _____ / _____ ZIP Code: _____
 City License Number: _____ General Contractor Number: _____

The Applicant requests a permit for the following item(s):

Work Class: _____ Number of Signs: _____ Estimated Value: \$ _____

Sign Specifications (complete one (1) column per sign type)

Sign Type	_____	_____	_____
Number of Signs	_____	_____	_____
Sign / Bldg. Façade – Width	_____ / _____	_____ / _____	_____ / _____
Sign / Bldg. Façade – Height	_____ / _____	_____ / _____	_____ / _____
Sign / Bldg. Façade – Area	_____ / _____	_____ / _____	_____ / _____
Sign Lighting	_____	_____	_____
Sign & Post Materials	_____	_____	_____
Overall Height	_____	_____	_____

Certification of Applicant

I understand that this permit is conditioned upon the correctness of the information I have supplied above and may be revoked upon a finding by the building or zoning official that any relevant item of information is substantially incorrect. I further understand that this permit shall be null and void unless construction on the sign has substantially commenced within three (3) months from the date on which this permit is issued. I certify that all of the above information is true and correct.

I HAVE REVIEWED, COMPLETED, & AGREE TO ALL SUBMITTIAL REQUIREMENTS ON THE BACK OF THIS APPLICATION

Print Name: _____ Signature: _____ Date: _____

Please review the following information prior to application submission:

Applicability:

No person shall erect, alter, relocate, repair, replace the face of, or change a sign without first obtaining a permit; except for the following actions, which shall not require a permit:

1. Changing the copy, announcement, or message on a changeable copy sign
2. Cleaning, painting, or comparable maintenance of a sign that does not alter the size, image or message of the sign
3. Erecting a sign for which a permit is not required in accordance with Section 24-134 (Signs Allowed Without Permit) of the City of Tuscaloosa Municipal Code

Submittal Requirements:

NO request for a sign permit shall be considered complete until **ALL** of the following items have been submitted: (minimum drawing scale: 1" = 60')

- Signed PERMIT APPLICATION with all submission documents
- SITE PLAN showing the locations & dimensions of all adjacent setbacks, streets, walkways, modes of egress, & structures
- SIGN PLAN showing the graphic, material, & dimensional specifications as to how sign elements will be constructed
- SITE ELEVATION showing all signage, landscaping, walls or fencing, parking, & streetscape features
- INVENTORY of the number, type, location, & display area of all existing signs on the same property and/or building on which the sign is to be located

Additional items for **FREE STANDING** sign types

- MIN & MAX Height of signs, measured from finished grade
- DIST from Sign Edge to Right-of-Way

Additional items for **PROJECTING** sign types

- Building's 1st Floor height
- ALL requirements for **FREESTANDING** sign types

Additional items for **BUILDING/WALL** sign types

- Drawing of main or entry façade, including linear dimensions

Additional items for **ELECTRONIC/DIGITAL/VIDEO** sign types

- For any sign that contains electronic, digital or video components, the business owner or manger **MUST** acknowledge their understanding of the "Limitations & Restrictions of Electronic, Digital, or Video Signage" by signing below.

Some sign applications shall require a State of Alabama registered architect or engineer's seal and a written statement certifying that said sign structure(s) complies with the building code requirements concerning the same.

Limitations & Restrictions of

Electronic, Digital, or Video Signage:

The use of electronic, digital or video technology in signs is permitted and allowed, subject to the following limitations and additional restrictions:

- A. Such technology shall be programmed so that the message or image on the sign changes no more often than once every eight (8) seconds.
- B. There shall be no effects of movement, blinking, animation, scrolling, flashing, scintillation, or similar effects in the individual images.
- C. Changes of image shall be instantaneous as seen by the human eye and shall not use fading, rolling, window shading, dissolving, or similar effects as part of the change.
- D. Video technology in signs shall use automatic level controls to reduce light levels at night and under cloudy and other darkened conditions, in accordance with the following standards. All electronic, video or digital display unit signs shall have installed ambient light monitors, and shall at all times allow such monitors to automatically adjust the brightness level of the electronic sign based on ambient light conditions. Maximum brightness levels for electronic, video or digital display signs shall not exceed five thousand (5,000) nits when measured from the signs face at its maximum brightness, during daylight hours, and five hundred (500) nits when measured from the signs face at its maximum brightness between sunset and sunrise, as those times are determined by the National Weather Service.
- E. Any changeable copy sign using electronic, digital or video technology which malfunctions, fails or ceases to operate in its usual or normal programmed manner, causing motion, movement, flashing or any similar effects, shall be restored to its normal operation conforming within this section within forty-eight (48) hours unless the Director of the Tuscaloosa Department of Transportation considers such malfunction to be a hazard to the health, safety and welfare of the public and orders the sign to be turned off, disconnected or disabled.
- F. Any changeable copy freestanding sign using electronic, digital or video technology shall not exceed fifty (50) square feet in area excepting therefrom billboards as set forth in subsection (4).
- G. No billboard or sign containing a commercial message related to goods, services, products or other commercial activities that are not offered on the same premises on which the sign is located shall be permitted and allowed except in those locations where billboards are permitted and allowed.

Print Name: _____ **Signature:** _____ **Date:** _____

PLEASE SUBMIT AN ELECTRONIC COPY OF THIS DOCUMENT AND ANY NECESSARY SUPPORTING MATERIALS TO:

Office of Urban Development:
Planning Division

2201 University Boulevard, Annex III
Tuscaloosa, AL 35401

Patrick Pugh
Email: ppugh@tuscaloosa.com