

# SIGN PERMIT APPLICATION



City of Tupelo  
Department of Development Services  
P O Box 1485, Tupelo, MS 38802-1485  
(662) 841-6510  
permits@tupeloms.gov

MUNIS \_\_\_\_\_  
Received By: \_\_\_\_\_  
Date Received: \_\_\_\_\_  
*(for office use only)*

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

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

**Email:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Project Location/Address:** \_\_\_\_\_

**Parcel number(s) of location:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_

**Business Name and License #** \_\_\_\_\_

**Is the property in a flood zone?** Yes \_\_\_ No \_\_\_ **Are suspect soils present?** Yes \_\_\_ No \_\_\_

**Is proposed application for an existing or new sign?** \_\_\_\_\_

**Project Cost (Sign and Installation) \$** \_\_\_\_\_ **Total Fee Due:** \_\_\_\_\_

Sign Fee: \$10,000 or less = \$10      \$10,001 - \$100,000 = \$115      *Projects over \$10,000, additional \$3 per thousand*  
\$100,001 - \$200,000 = \$230      More than \$200,000 = \$460  
Banners and Inflatables = \$20, plus \$.30 per square foot

**Select the Sign type proposed:**

**Attached Sign**

Awning Sign \_\_\_

Canopy Sign \_\_\_

Marquee Sign \_\_\_

Projecting Sign \_\_\_

Suspended Sign \_\_\_

Wall Sign \_\_\_

**Freestanding Signs**

Monument Sign \_\_\_

Pylon Sign \_\_\_

Uniform or Directory Sign \_\_\_

Billboard \_\_\_ (accessory use required)

Variable Display Sign \_\_\_

Landmark Sign \_\_\_

**Temporary Signs\***

Private Business Special Event \_\_\_

Special Event Display Devices \_\_\_

Windblown Signs \_\_\_

\*real estate signs, public/nonprofit announcement or event signs, and political signs are permitted without a permit but are regulated according to Section 10.4.1

**Required Attachments (please initial or indicate Not Required "NR" below):**

1. Certificate of Occupancy or Building Permit \_\_\_\_\_
2. Minor Site Plan, see reverse \_\_\_\_\_
3. Scaled elevation representation/drawing of any existing and proposed sign including square feet, height, distance from Right of Way, distance from existing signs, linear width of permanent structure (wall, canopy, awning, window, etc.) for mounting, all text, copy, images, artwork, and other visualization proposed \_\_\_\_\_
4. Material Purchase Certificate if contract is greater than \$10,000 \_\_\_\_\_
5. Common Signage Plan for all projects requiring a Major Site Plan \_\_\_\_\_
6. Overlay Application, if applicable \_\_\_\_\_

I understand, as the Permit Holder, I am responsible for ensuring all work is completed in accordance with all applicable State of Mississippi and City of Tupelo ordinances and statues. I further understand the City of Tupelo will conduct inspections to ensure completion in accordance with approved plans, ordinances and statues, and the City of Tupelo has the right to stop any and all work should it not conform to the same. I hereby certify that all information contained in this application is truthful and accurate to the best of my knowledge and I have received a copy of this application.

Applicant Signature \_\_\_\_\_

Date: \_\_\_\_\_

All signs constructed or placed within the City of Tupelo are subject to the provisions of Chapter 10 and Section 12.13 of the City of Tupelo Development Code and require a permit unless specified in Chapter 10, signs not requiring a permit. Sign permits are null and void if sign is not installed within six (6) months of issuance.

Minor Site Plan Requirements:

1. Lot with dimensions.
2. Site plan of proposed structures to scale with dimensions, including setbacks of proposed structures from property line, if applicable
3. Adjacent property setbacks and proposed setbacks, if applicable
4. Location of existing structures, driveways and access roads, and utilities on the lot, with dimensions
5. Proposed utility improvements and location of hook up to existing facilities, if applicable
6. Foundation Plan: Finished Grade and Pad/Slab height from center line, measured from the point of storm water discharge or center line of the roadway (special approval required if more than 12" above grade), if applicable
7. Height of existing and proposed structures
8. Exterior finish materials for proposed structures, if applicable
9. Proposed driveway and parking accommodations, if applicable (maximum driveway width: 25% of lot frontage)
10. Point of storm water discharge and drainage treatments to direct discharge to existing drainage infrastructure, if applicable (10 year pre-development rate of flow and 25 post-development rate of flow may be requested)
11. Proposed tree removal, demolition, relocation of building, landscaping, fences, sidewalks, signs and other site changes, if applicable
12. See City of Tupelo Development Code Section 11.3 for additional standards for off-site built structures